



**Job Posting: Human Resources Coordinator - Contract**

**Job Category: Human Resources**

**Requisition Number:**

**TriSummit Utilities Inc. (TSU)** is an energy company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU's mission is to make communities a better place to live, by connecting them to the energy they want, when they need it, now and into the future. In an ever-changing world, our vision is to adapt, using our energy infrastructure to provide increasing value to our communities and investors. Our people take great pride in supporting and having a positive impact in the communities where we live and work. If you share our passion for these values and are eager to make a meaningful impact, we invite you to join our dedicated team.

**What You Will Do:**

Reporting to the Vice President, Human Resources, the Human Resources Coordinator – Contract provides administrative and coordination support to the HR team. This role is well-suited for an early-career professional or recent graduate looking to gain practical experience in a collaborative environment while supporting day-to-day HR operations and team initiatives.

Your responsibilities will include, but are not limited to:

- Provide administrative support to the Human Resources department
- Assist with coordination across a range of HR functions, as needed
- Support recruitment and onboarding activities
- Maintain employee information within HR systems
- Assist with report preparation and data tracking
- Provide administrative support related to payroll and timekeeping processes
- Support employee programs and internal HR processes
- Respond to routine employee inquiries or direct them to the appropriate resource
- Provide general support for HR projects and team initiatives
- Perform other HR and administrative duties as required

**What You Will Need to Succeed:**

This position has the following occupational requirements:

- Post-Secondary certificate, diploma or degree in Human Resource Management, or equivalent combination of education and experiences
- 0 – 3 years related experience or equivalent training and experience
- CPHR Designation or Candidate

To excel in this position, we recommend that candidates have the following skills and qualifications:

- Foundational understanding of human resources processes, including payroll and benefits.
- Familiarity with HRIS systems.
- Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint.
- Ability to manage multiple tasks with guidance, with strong organizational skills and attention to detail.
- Demonstrates a customer-service mindset and a collaborative approach to supporting employees and the HR team.
- Applies sound judgment when following established policies, procedures, and guidelines.
- Builds positive working relationships through effective communication and collaboration.
- Comfortable working both independently on assigned tasks and as part of a team.

If you meet most of the position skills and qualifications, you are still encouraged to express your interest in joining our team. We invite applicants to submit their resumes, emphasizing their accomplishments that align with the occupational requirements. Your distinct skills and experiences may still qualify you as a valuable addition to our team.

#### **What We Will Provide:**

**TriSummit Utilities Inc.** is committed to your professional and personal growth, as well as your overall health and safety. When you join our team, here is what you can expect:

- Competitive compensation
- A Flexible Workplace model tailored to the requirements of the Calgary Corporate Office.
- A safety-centric culture.

#### **Inclusive Workplace:**

At **TriSummit Utilities Inc.**, we are dedicated to creating an inclusive workplace that celebrates the unique strengths, perspectives, and experiences of all our employees. We firmly believe that our differences empower us to become a stronger team, leading to better decisions, innovation, and business results. We encourage applications from candidates of all backgrounds to help us continue building an inclusive workplace.

#### **Ready to Join Us?**

If you are eager to be part of our team and make a difference in the energy industry, please submit your resume and cover letter in confidence to the Human Resources Department. We look forward to receiving your application!

**Join Our Team as a Human Resources Coordinator at TriSummit Utilities Inc.!**