

Human Resources Assistant

We have a dynamic team of staff who are highly motivated with strong team spirit to provide exceptional support to our lawyers and clients. We are currently recruiting for a full time Human Resources ("HR") Assistant in our Edmonton office.

Position Overview:

Reporting to the Manager of HR, and working alongside our HR & Payroll Coordinator, our HR Assistant is responsible for providing daily human resources administration support to all staff and lawyers of the firm.

Key Responsibilities:

- Plan and facilitate events that promote engagement for staff
- Provide assistance in the planning and execution of Social Committee events such as summer games and holiday parties
- Assist with payroll processing and year end tasks for two payroll groups
- Assist in the administration of employee benefits and pension plans, including member enrolment, terminations, and updates
- Provide administrative support to the firm recruitment processes such as posting jobs and scheduling interviews
- Produce employment verification letters as well as ad hoc Excel documents and reports
- Maintain employee files and correspondence
- Assist the department with Staff, Associate, and Student Reviews
- Assist with the organization of 1L Recruitment

Our Ideal Candidate:

- Must be results oriented and demonstrate exceptional time management and organizational skills
- Must have strong verbal and written communication skills and ability to interact with all levels of employees and external partners
- Strong ability to exercise good judgement, make sound decisions, show initiative, and be proactive
- Demonstrates high standards of ethics and confidentiality to handle sensitive information
- Must possess strong attention to detail and high level of accuracy
- Proven ability to work under pressure of time, accuracy and constant interruptions

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Key Qualifications and Education:

- Post-secondary diploma or certification in human resources management and/or 2+ years successful track record fulfilling human resources/payroll & benefit roles will be considered
- Law industry experience and previous experience with HRIS systems (specifically Dayforce) would be an asset
- Possess extensive experience and proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, and Outlook)

What you will find at McLennan Ross:

- A highly professional environment built on a strong culture and spirit of teamwork
- Proven high quality of service and commitment to our clients and each other
- Competitive compensation and benefits package

Career Package:

We offer a challenging and progressive work environment together with an excellent and competitive salary/benefits package commensurate with qualifications and experience.

Qualified and talented candidates may submit their resume via email and include a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources
600 McLennan Ross Building
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4
E-mail: jennifer.bell@mross.com

About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

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Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

Our Values:

1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at mross.com.