

Employee Experience Advisor

Calgary, AB

Elevated is on a journey to change the way people work. We believe that traditional and highly regimented HR practices limit businesses from their full potential. Instead, we work towards developing a firm foundation for business trajectory that allows for transformational people practices that mirror the customer experience.

It's HR...but Elevated. Get it?

Okay. Fine. We could use some work on our marketing, but hopefully we grabbed your attention!

Here's the non-marketing speak: We want people to love what they do, where they work, how they work, with a purpose or as Simon Sinek says...a "why".

As such, each challenge or problem we are thrown, we go at it with a human-centred approach utilizing design thinking before getting to a solution. As our clients build their foundation from a tactical perspective, they are looking at us more than ever to move their people practices to a transformational level. And that's what our team does!

We're looking for someone who can demonstrate the following:

- HR Generalist experience in a small to medium sized business (meaning you've dabbled in a little of everything)
- 5 years or more of total work experience (not including high school or part-time jobs)
- An education in Human Resources (designation or degree would be accepted)
- Ability to empathize with leadership and management who are working hard to move their business forward
- Outstanding verbal and written communication skills (and we'll be asking you to demonstrate your writing skills in the interview process!)
- Project management understanding
- Ability to be curious before problem solving (bonus points for getting Michelle to do the same)

What you'll be doing:

- Partner with our Directors to support initiatives identified in the areas of people and culture
- Recruitment – from employment branding programming, Glassdoor strategies to developing interview guides and interview forms, to actually interviewing and supporting clients in their searches
- Designing onboarding and orientation solutions
- Designing handbooks, SOP manuals and policies and procedures as required by the client
- Building out performance management systems

- Identifying training and development opportunities
- Implementing health and safety initiatives
- Annual HR Assessments
- Engagement surveys and semi-annual pulse checks on the health of the organization
- Newsletter and communication updates
- HRIS implementations and ongoing maintenance

Salary (subject to meeting all of the minimum qualifications listed above):

\$55,000 to \$65,000 Base

Formalized Bonus Program

Unlimited Vacation Plan

Health and Dental Benefits

Health Spending Account

RRSP Match

Annual Training Fund

\$500 loyalty bonus annually

Free lattes, stocked beer and wine fridge

Expected Start:

June 26, 2019

To Apply:

If you are interested in the role, we encourage you to submit your cover letter (to demonstrate your writing skills) and resume all in one document to careers@elevatedhr.com. An added plus? Send us a video cover letter

Whatever you do... just don't forget to wow us!