



Job Posting: Human Resource Coordinator

Job Category: Human Resources

Requisition Number: COORD001641

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** will provide administrative and coordination support to the Human Resources team across day-to-day HR operations, employee programs, recruitment, onboarding, HR systems, reporting, payroll and timekeeping support, and team initiatives. This role is well-suited for an early-career HR professional or recent graduate who is eager to learn, build practical HR experience, and contribute in a collaborative, fast-paced environment.

Your responsibilities will include, but are not limited to:

- Provide administrative support to the Human Resources department and assist with day-to-day HR operations.
- Support coordination across a range of HR functions, including employee programs, engagement initiatives, internal HR processes, and team projects.
- Assist with recruitment and onboarding activities, including job postings, interview scheduling, candidate communication, new hire documentation, and onboarding coordination.
- Maintain employee information in HR systems and support data accuracy, documentation, and compliance with established processes.
- Assist with report preparation, data tracking, HR documentation, and basic analysis using HR metrics and system information.
- Provide administrative support related to payroll, timekeeping, timesheets, and time management processes.
- Support the development, maintenance, and communication of HR policies, programs, procedures, and resources.
- Respond to routine employee inquiries or direct employees to the appropriate HR team member or resource.
- Support HR compliance and learning processes, including document acknowledgements, internal tracking, and assigned learning administration.
- Provide general support for HR projects, team initiatives, and other human resources 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 HR Management, Business Administration, or a related field, or an equivalent combination of education, training, and experience.
- 0–3 years of related HR, administrative, customer service, or coordination experience; recent graduates are encouraged to apply.
- Interest in pursuing a CPHR designation or CPHR Candidate status would be considered an asset.

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

- Foundational understanding of HR processes, including recruitment, onboarding, payroll, benefits, employee programs, and administration.
- Familiarity with HRIS systems or willingness to learn HR technology; UKG experience is an asset.
- Proficiency in Microsoft Office applications, particularly Word, Excel, PowerPoint, and Outlook.
- Attention to detail, and ability to manage assigned tasks with guidance and follow-through.
- Professional, confidential customer-service approach to HR support.
- Uses sound judgment, follows established guidance, and asks questions when learning.
- Builds positive relationships through communication, collaboration, and reliability.
- Works independently and collaboratively in a dynamic HR environment.

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.

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?

Please submit your resume and cover letter in confidence to the Human Resources Department. We look forward to receiving your application!