



Our Mission To provide quality services which enhance the lives of people with disabilities.

Employee Resource Supervisor
Internal & External Posting: Reference #ERC-01
Full-Time Temporary Position (approx. 12 months)

General Description

Quest Support Services Inc is a private agency that provides services that enhance the lives of people with disabilities. The Employee Resource Supervisor will work in coordination with the Employee Resource Centre (ERC) to ensure that all agency positions are staffed with qualified and properly trained employees.

Job Duties

- Ensure practices of the Employee Resource Centre (ERC) follow *Alberta Employment Standards* and *Human Rights Legislation*
- Advocate for employee rights and ensure employment practices are ethical
- Communicate expectations to employees
- Complete employee discipline for employees as required
- In collaboration with the team, conduct day-to-day scheduling for a workforce of 400 employees
- Ensure employees have obtained the appropriate training and requirements prior to being scheduled
- Process requests for time-off
- Track employment status for employees (full-time, part-time, casual)
- Keep accurate postings of open positions
- Process termination requests
- Identify external hiring needs of assigned caseload
- Participate in company hiring practices
- Ensure data entry in the Avanti Human Resource Information System is accurate
- Manage various tracking documents through Microsoft Excel
- Create formal employee correspondence
- Participation in company evening and weekend on-call rotation

Essential Skills

- Outgoing and energetic individual with excellent interpersonal skills
- Able to multitask, organize and prioritize efficiently
- Effective communication, both verbal and written
- Strong attention to detail and problem-solving skills
- Superior computer skills including data entry, document creation and information tracking
- Able to deal with stressful/urgent situations with a confident and calm demeanor

Requirements/Qualifications

- Post-secondary education in Human Resource Management, Administration, or a related discipline
- Minimum of 2 years' experience in a managerial or administrative position
- Previous experience in the disability field will be considered an asset



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Hours: Monday to Friday: 9:00 – 17:30 (1-hour lunch break)

Salary: \$58,000 - \$60,000 per year depending on education and experience

Additional Benefits:

Paid time-off
Alberta Blue Cross benefits package
Lethbridge Fitness Club Corporate Membership rates
SIX08 Health Partnership

To Apply:

*Please submit a cover letter, resume and references to Kendal Tremblay either in person (860 Heritage Blvd West), or by email to hr@questsupport.com. Make sure to quote the reference **#ERC-01** in your application.*

*Application Deadline is **September 28, 2023 @ 8:00am***