

Job Description:

Birchcliff Energy Ltd is looking for a Benefits Administrator to join our Human Resources team in Calgary, reporting to the Human Resources Generalist for a 1 year term. The successful candidate will be responsible for various HR functions within the group and be capable of handling a variety of tasks in a fast-paced dynamic environment. The ideal candidate would be highly organized and adaptable.

Key Responsibilities:

- Coordinate orientation meetings with new hires;
- Respond to employee inquiries, comments and concerns regarding benefits as well as assist in making claims;
- Prep and deliver payroll packages;
- Administer yearly benefit renewals, enrollments/updates, bill reconciliations;
- Administer various leaves including maternity, paternity, short term and long term disability;
- Coordinate the Field Advancement program including enrollments, updates and invoices;
- Perform audits as requested;
- Organization and maintenance of the HR department file system;
- Perform other related duties as required and as assigned.

Education Skills and Abilities:

- College or University degree/ certificate in business, human resources, or related field considered an asset;
- 1-2 years' experience in benefits considered an asset;
- Minimum 1-2 years' experience in HR
- Proficient in Microsoft Office suite (Outlook, Excel, Word);
- Exceptional attention to detail;
- Reliability and punctuality;
- Ability to manage highly confidential material and situations in a professional and ethical manner;
- Ability to work both independently and in a team based environment;
- Excellent organizational and time management skills, in order to manage multiple priorities and competing demands with tight timelines;

Application Process

Interested applicants are invited to submit their resume to careers@birchcliffenergy.com with "Benefits Administrator" in the subject line of the email.

We thank you in advance for your submission. All resumes will be reviewed. Only those selected for interviews will be contacted.