



Director, Human Resources

As Canada's 20th fastest growing community ideally situated 3.5 km south of the City of Edmonton boundary on 50th Street, the Town of Beaumont is recruiting for the challenging position of Director, Human Resources.

Reporting to the Manager, Finance & Administration, the Director, Human Resources is responsible for a variety of Human Resource related activities including but not limited the maintaining and interpreting the Town's human resources policy, coordinating the recruitment and selection process, coordinating the Town's compensation plan, delivering employee training programs, and coordinating of the performance evaluation process. The successful candidate will work closely with the Top 100 Committee. A detailed job description is available at www.town.beaumont.ab.ca.

Candidates should have the following qualifications or equivalencies:

- An Undergraduate Degree.
- A CHRP designation or working on latter stages of that designation would be an asset.
- A minimum of three years of experience.
- Exceptional organizational, interpersonal and verbal communication skills.
- Knowledge of human resources management software (Encompassing Visions) would be an asset.
- Time management and leadership skills.

This full time position offers a competitive salary and benefit package plus a 35 hour work week.

The Town of Beaumont is striving to be one of Canada's finest employers.

Interested persons should submit a resume no later than January 27, 2010.

Manager, Finance & Administration
Town of Beaumont
5600 - 49 Street
Beaumont, Alberta, T4X 1A1
E-mail: gilles.prefontaine@town.beaumont.ab.ca

Applicants who are not contacted within three weeks of the closing date are thanked for their interest.

