

## **Human Resources & Marketing Coordinator (Red Deer, Alberta)**

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**AEC Industrial Solutions** designs and integrates world class Automation, Electrical & Control solutions for motor and pump controls. AEC has a committed well trained staff dedicated to designing and providing custom solutions, and partners with top tier manufacturers of industrial automation and control equipment.

### **Job Description**

Reporting directly to the management team, this position will be assigned the following duties and responsibilities:

- Work with managers and staff to develop human resource strategies and programs
- Place job ads for the recruitment of new employees
- Assist in the screening/interview/hiring of new employees
- Develop and implement employee recruitment and retention programs
- Prepare employee orientation packages
- Ensure compensation is aligned with industry standards
- Manage and update the company website
- Set up and manage social media sites and posts
- Set up and manage marketing material
- Work with managers to implement and maintain the company safety program
- Assist apprentices in dealing with the Apprenticeship Board and managing all correspondence and paperwork
- Manage the employee benefit plan
- Oversee all correspondence related to insurance issues, including WCB
- Organize and plan company social and team building events
- Create/prepare/edit forms and correspondence as requested
- Help create a good and positive work environment
- Work with managers to create and maintain training programs and systems

### **Skills & Abilities**

The successful applicant will possess the following skills and abilities:

- A positive attitude,
- Ability to work with a high degree of accuracy and attention to detail,
- Outstanding organization and time management skills,
- Ability to prioritize tasks and meet deadlines,
- Self-motivated and a team player;
- Ability to work alone and unsupervised for periods of time;
- Effective communication skills.
- Strong social media competency

### **Qualifications**

The successful applicant will possess the following qualifications:

- undergraduate degree or diploma related to personnel management (Human Resource Management; Business Administration) would be an asset but not required
- Human Resources or administrative experience in the electrical field would be an asset
- Computer skills a must (Excel, Word, PowerPoint, photoshop)
- Excellent organizational and time management skills
- Excellent communication skills
- Ability to work as a team and as an individual
- Ability to multitask
- Ability to work in a fast-paced environment under tight deadlines

Please submit your resume with references to [careers@aec.ca](mailto:careers@aec.ca)