



KBH CHARTERED PROFESSIONAL ACCOUNTANTS is a leading Alberta-based Accounting and Advisory firm with offices in Edmonton and Provost. KBH offers a full range of services designed to meet the financial needs of our client's owner-managed businesses. We have been in business for 40 years and throughout that time, we continue to value team growth & development, our clients, and our communities. Come and join our fast paced, energetic, and fun-filled environment!

We are looking for an experienced **Human Resources Advisor** with several years of experience. This is a generalist role where the successful incumbent will be able to touch on all aspects of Human Resources from recruitment, performance management, employee relations, to professional development, policies, processes and more. You will support and provide guidance to 12 Partners and approximately 50 employees while managing the day-to-day tasks of the Human Resources area. You must have excellent relationship building and employee relations skills. If you are a self-sufficient, energetic, and motivated individual who thrives in a fast paced, dynamic and growing environment, then this is the position for you!

Responsibilities for this role include:

- Managing campus and ongoing recruitment from start to finish
- Onboarding and creating schedules for all new hires
- Advising and coaching staff and partners on confidential matters
- Overseeing and managing the benefit administration program
- Maintaining and coordinating the bi-annual performance management process, including assigning mentors and market research on compensation and bonus trends
- Creating, revising and maintaining policies and processes
- Enrolling designated professionals and staff in various learning & development and professional development courses, sessions, programs, conferences, etc.
- Assisting Articling students with their CPA Professional Education program registrations
- Maintaining the annual professional development (PD) tracker in conjunction with the PD Partners
- Scheduling meetings, preparing agendas and assisting with the creation and maintenance of various programs and processes
- Liaising with internal accounting and office administration for payroll and onboarding/offboarding purposes
- Coordinating annual form sign offs for professional standards purposes and maintaining employee files
- Researching and keeping up with health, safety and wellness standards
- Providing clients with Human Resources advisory services on occasion
- Other duties as required as the firm continues to grow and new processes and programs are created

The successful candidate must have:

- A post-secondary diploma or degree specializing in Human Resources
- 3 to 5 years of experience in a Human Resources Generalist role
- Proficiency in MS Office (Word, Excel and PowerPoint)
- A CPHR designation would be an asset
- The ability to manage multiple tasks and priorities on an ongoing basis
- Exceptional relationship building, organizational and time management skills
- Strong written and oral communication skills with excellent attention to detail
- Experience working in a Professional Services environment would be an asset



Looking for the Right Fit? Then start with the Right Firm. KBH offers a challenging and rewarding experience, excellent compensation & benefits, Fridays off in the summer and much more. If you are interested in our firm and this position, please email your cover letter, resume and salary expectations to Human Resources at hr@kbh.ca. Applications will be accepted until a successful candidate is found.

Please visit our website at www.kbh.ca. No phone calls please. We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.