

Human Resources Specialist/Executive Assistant

Gear is seeking an experienced Human Resources Specialist/Executive Assistant. Based in Calgary and reporting to the President & CEO, this position will be the administrative focal point of the organization. The ideal candidate will have post-secondary training with 8 or more years of related industry experience.

Gear Energy is a public junior oil and gas exploration and production company with operations in Alberta and Saskatchewan.

The position is responsible for the following:

Human Resources Specialist:

Responsibilities of the Role

- Full recruitment cycle including: developing postings; shortlisting; pre-screening; scheduling / conducting interviews; completing reference checks; preparing / issuing offer letters and decline letters; managing new hire documentation, etc.
- Employee Onboarding Process Administration
 - Conduct New Hire Orientations, introducing company policies, benefits and culture.
 - Serve as the main point of contact for new hires during their onboarding period, addressing any questions they may have.
 - Maintain accurate and up-to-date employee records.
- End to end processing of bi-weekly payroll – keying in data, payroll calculations and transmission of payroll.
- Prepare payroll and disbursement records, reports and files.
- Prepare various monthly and year end reports for government agencies such as Revenue Canada and Statistics Canada including Records of Employment, T4's, T4A's and other reports as required.
- Manage the administration of employee benefit programs, including enrollment, changes, and terminations.

Required Qualifications:

- A team player who has the ability to work independently with minimal supervision when required
- Strong organization and project management skills/ comfortable working in a dynamic and complex environment
- Experience working with employees at all levels of the organization
- Proactive and results orientated with demonstrated success as a relationship builder
- Excellent verbal and written communication skills at all levels of the organization
- Advanced MS Office skills (Outlook, Word, Excel, PowerPoint)

Executive Assistant:

Responsibilities of the Role

- Maintain a discreet, confidential style of administration in accordance with ongoing business priorities and assignments, while representing a team of senior-level executives in a highly professional manner.
- Work closely with the senior management team and liaise with the company's core departments to help ensure the effective flow of communication, optimization of business calendars, travel arrangements and work projects and processes.
- Plan and schedule meetings, and manage the co-ordination of attendance, venues, supplies and catering.
- Manage all business expenses related to the team of senior-level executives encompassing travel, entertainment, and out-of-pocket items, and submit appropriate documentation internally for payment and reimbursement at regular intervals, as required.
- Meet and greet visitors, and all internal and external contacts, while projecting a tactful, diplomatic, and professional image at all times.
- Assist with the planning, organization, and co-ordination of board meetings and business conferences and functions as required including annual strategic planning meetings, and other internal and external meetings.

Office/Personal Assistant Responsibilities:

- Oversee the overall administration, organization and maintenance of the Calgary Office; manage office/kitchen supply orders; arrange for deliveries and courier pick-ups; management/organization of mail; manage printer and copier maintenance; manage all security access cards to the office; monitor boardrooms and ensure the kitchen is well stocked and functioning.

Qualifications and Experience Required

- Trustworthy with a demonstrated high level of integrity and strong work ethic.
- Mature, professional demeanor with the ability to exercise tact, judgment, and discretion.
- Superior communication skills (written and oral) and ability to interact and communicate with individuals at all levels, both internally and externally
- Dedicated, well-organized and resourceful with a high level of attention to detail; ability to handle confidential and non-routine information

Above all, we're looking for individuals with a mindset to think differently and who are inspired to make BIG impact. If you think that you will excel in this multi-faceted role, we want to hear from you!

Applications can be submitted via email to info@garenergy.com.