

HUMAN RESOURCES ASSISTANT

PERMANENT FULL TIME



Regina Airport Authority requires a Human Resources Assistant responsible for supporting the Human Resource team in achieving the organizations goals and objectives as well as contributing to an inclusive and positive work environment. The position works with routine information that requires a degree of confidentiality and attention to detail. Positive employee interactions and a consistent approach to communication will be key to this role's success.

ABOUT REGINA AIRPORT AUTHORITY

Employment at RAA

- Competitive salaries
- Group Health Insurance Plan
- Defined Contribution Pension Plan (7.5% match)
- Personal Wellness Spending Account
- Healthcare Spending Account
- 3 weeks paid vacation leave
- 3 weeks paid sick leave
- 1 week paid personal and family related leave
- Meaningful work that makes an impact
- Career growth and promotion opportunities
- Recognition of employee service anniversaries
- Employee and family events
- Free parking

Learning and Training

- Robust training program including core, positional and enhanced training
- Encouragement of lifelong learning through education and training opportunities
- Team member review designed to focus on individual career development and ongoing coaching, support and feedback

Community

- Actively promotes and supports our community through several initiatives including sponsorships

Communication

- Town-hall style staff meetings offered during the year
- Frequent communication through several different platforms
- Employee surveys
- Company intranet ("The Portal")

OUR MISSION

To be an engine of economic activity and social connectivity through air travel.

OUR VISION

To be Saskatchewan's best airport experience.

WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

HOW TO APPLY

Like what you see and think you have what it takes to join our team?

Submit your cover letter and resume in confidence on or before July 21, 2025, by emailing hr@yqr.ca and quoting the position you are applying for in the subject line.

We thank all applicants for their interest. Only shortlisted candidates will be contacted.

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RESPONSIBILITIES

- While promoting safety awareness, perform all duties with an ownership attitude in compliance with corporate policies and procedures.
- Assist with ensuring appropriate incident command response procedures are carried out in the event of an emergency.
- Perform all duties and responsibilities in a manner consistent with the company's Mission, Vision, and Corporate Values.
- Provide daily maintenance and administration of human resource programs and services, including the compilation of statistics, and the maintenance of accurate, up-to-date HR filing systems and confidential personnel records.
- Coordinate meetings such as regular check-ins with employees, etc.
- Assist with the day-to-day administration of the Employee Pension Plan, Group Benefits, Peer Recognition Program, Service Anniversaries, and other HR related programs.
- Maintain job application and resume database.
- Assist with new team member orientation and recruitment activities.
- Assist with onboarding and offboarding activities.
- Assist with developing training material.
- Maintain employee training records within Vortex.
- Maintain the training matrix for all positions within RAA.
- Assist with updating and revising corporate policies and procedures.
- Maintain the organizational chart, internal phone list and other internal documents.
- Assist in maintaining and tracking the budget for the Human Resource Department.
- Assist with the planning and execution of team building, recognition events, and community relations programs.
- Provide backup support for responding to customer inquiries and phone calls.
- Support any general administrative duties related to RAA staff areas and lunchrooms to support finance department (ordering items, clean-up, and routine items).
- Contribute to and support corporate events, initiatives, and internal committees.
- Participate in regulatory and corporate-prescribed training and development activities.
- Understand and comply with all Corporate Policies and Procedures.
- Other related duties as assigned.

EDUCATION AND PROFESSIONAL EXPERIENCE

- Recognized post-secondary education certificate in Human Resources equating of up to two (2) years of study and 12 months of job-related training experience as a Human Resources Assistant; or 36 to 48 months of job-related training and experience.
- Equivalent combination of education and experience would be considered.

REQUIREMENTS

- Strong communication, organizational and interpersonal skills to professionally manage a multitude of tasks in a customer-focused environment.
- Ability to grow and maintain positive professional relationships with corporate departments, key business partners and team members.
- Capable of performing within a transparent work environment where collaborative relationships are encouraged, and varied opinions are respected.
- Strong awareness and commitment to a healthy and safe working environment.

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- A self-directed analytical person who possesses strong organizational, verbal, and written communication skills, with the demonstrated ability to work independently and collaboratively as a positive team member.
- Results-oriented with the ability to effectively manage multiple priorities with conflicting demands and timelines while being accurate and detail-oriented.
- Demonstrated ability to have a positive impact on business results.
- Critical and logical thinking skills, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Familiarity with Human Resource Information Systems.
- General knowledge of labour laws and relevant legislation.
- Familiarity of collective agreements and their application in a unionized environment.
- Proven ability to maintain confidential information.
- Strong computer skills, including Microsoft based applications with the ability to learn and adapt to new technology.

RATE OF PAY/ HOURS OF WORK

As per the collective agreement:

- Band: 4
- Rate of Pay: \$38.24 - \$41.34

CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted.
- A clear pre-employment National Criminal Record through Regina Airport Authority's background screening process.
- Ability to secure and maintain a Transportation Security Clearance within the prescribed employment probationary period.
- Possession of a valid Saskatchewan Class 5 driver's license or equivalent with a clean driver's abstract.
- Completion of training and development as deemed required by regulations, legislation, and the organization within prescribed timeframes for this position.