



Human Resource Specialist

York Care Centre is a leading organization in Atlantic Canada providing long-term care and lifestyle living options on a single campus nestled along a vibrant wetland ecosystem in Fredericton, New Brunswick. When it comes to aging care, we don't fit the traditional mold. We are constantly reinventing ourselves so that our residents and families have access to the best possible care, environment, and quality of life. And our sister company, the Centre for Innovation and Research in Aging (CIRA), partners with academics and innovators from across Canada to conduct research that advances aging solutions everywhere.

Our employees are equally important to us. That's why they have access to competitive wages, a free onsite fitness centre, free parking, ongoing wellness initiatives, an annual scholarship program, a 'get inspired' social committee, and a collective budget to celebrate important milestones and networking events. It doesn't matter what your role, everyone contributes to make the work we do meaningful and enjoyable.

Our People and Culture Team is seeking an individual who thinks innovatively and strategically as our Human Resources team aspires to enable a culture where our employees can excel. As a HR Specialist, you will be part of a team that coordinates organizational data requirements for HR analytics and insightful solutions.

You will have obtained a Diploma/Degree in Human Resources, Business Administration or equivalent, with a minimum of three (3) years of experience as a Human Resources Specialist. You are proficient in MS Office and payroll software programs. You are confident in your abilities to administer an employee benefits program, retirement pension program and employee scheduling program. You will have an innovative mindset to improve operational efficiencies, can use critical thinking skills and communicate effectively to proactively propose solutions. You consider yourself a 'people person' that strives in a fast-paced environment and is adaptable to changing work priorities, all the while paying close attention to detail. Lastly, you can coordinate training and development opportunities for employees.

If you are interested in joining our People and Culture department, please forward your resume in confidence to:

Human Resources
York Care Centre
100 Sunset Drive
Fredericton, NB E3A 1A3
humanresources@yorkcarecentre.ca

Please include '**HR Specialist**' in the subject line of your email. We thank all candidates for their interest; however, only those selected for an interview will be contacted.