



**Now  
Hiring!**

Canyon is a vibrant, rapidly growing oilfield services company specializing in well stimulation in the Western Canadian Sedimentary Basin.

## HR COORDINATOR

Canyon is looking for an HR Coordinator based out of our Grande Prairie Location.

### Duties and Job Responsibilities:

- Point of contact for HR inquiries from staff and management
- Recruiting and staffing
- Employee orientation, development and training
- Vacation Records Management
- Employee Relations Issues (performance management, conflict resolution, disciplinary actions, investigations, etc...)
- Administer HR policies, procedures and programs

### Qualifications:

- Have 3-5 years experience in the HR field
- Preference will be given to those who have or are working towards an HR designation
- Knowledge of all related laws
- Excellent computer skills (Word, Excel, Power Point)
- Effective oral and written communication
- Excellent interpersonal skills
- Able to exhibit a high level of confidentiality
- Strong organizational skills
- Experience in the oil and gas industry an asset

### We offer:

- Competitive Salary
- Comprehensive Benefit Plan and Company Matching RRSP

Please submit your resume via fax to 403-314-0886 or email to [hr@canyontech.ca](mailto:hr@canyontech.ca)  
*We thank all applicants; however only those selected for an initial interview will be contacted.*

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[www.canyontech.ca](http://www.canyontech.ca)