



Total Oilfield Rentals Ltd is a mid-sized oilfield service company with approximately 300 employees in 21 locations across Western Canada. We are currently looking for a **Human Resource Advisor** to join our team. The successful candidate will have responsibilities in several areas including benefits and employee RRSP plan administration and employee support, taxable benefit maintenance and reconciliation, onboarding new employees, assisting with the performance management program, as well as leading and assisting with special projects.

Qualifications:

- 3+ of Human Resources experience
- Post-secondary diploma or degree
- Excellent written and verbal communication skills
- Demonstrated ability to work effectively with employees throughout the organization
- Outgoing and professional demeanor with a commitment to providing excellent support to internal stakeholders
- Previous experience managing group benefits and RRSP plan
- Knowledge of federal labour standards considered an asset
- Previous experience with ADP Workforce Now considered an asset



Total Oilfield Rentals Ltd offers a dynamic work environment, competitive compensation packages that includes an excellent RRSP and company stock savings program and group benefits package.

Interested candidates should submit resumes with cover letters to Julie Sawyer at jsaweyr@totaloilfield.ca