

OEG Inc. is a North American leader in sports and entertainment, retail cannabis and hospitality.

OEG Sports & Entertainment delivers North America's leading sports and entertainment experiences to connect our fans to their passions. Located in the heart of the ICE District, OEG owns the 5-time Stanley Cup Champion Edmonton Oilers, the WHL's three-time Memorial Cup Champion Edmonton Oil Kings, and the AHL's Bakersfield Condors. OEG operates Rogers Place, North America's premier and most technologically advanced sports and entertainment venue. The 18,647 seat, \$480 million arena is among the most technologically enabled sports facilities in North America as well as the first LEED Silver-certified NHL Facility in Canada.

Led by Tokyo Smoke, Ontario's number one retail cannabis brand, OEG Retail Cannabis is positioned for future success in the early stages of an emerging market. With over 60 locations and counting in Ontario, locations in Saskatchewan, Manitoba and Newfoundland and Labrador, and a differentiated retail brand and customer experience, Tokyo Smoke has won multiple industry awards and is a market leader with tremendous cross-country expansion and growth potential as the retail cannabis industry continues to consolidate and mature.

Complementing our sports and entertainment and cannabis divisions, our partnerships through OEG Hospitality feature a wide variety of the country's best-known, award-winning restaurants, along with catering and event venues in Canada's growing restaurant industry—with a successful 30+ year history of culinary, experiential, and operational excellence.

About the Role:

Reporting to the Vice President, Human Resources, the Administrator, Human Resources is responsible for supporting a wide range of Human Resource operations within OEG Inc. In addition to identifying and adding value to new and existing functions, this person will ensure a smooth and consistent flow of services to the People and Culture team. The Administrator, Human Resources identifies as a Human Resource professional first, with a supporting technical background in HRIS use and development.

Your Focus in this Role:

- Capture and update employee information and data on HR system, including employee profile updates, file saving, system access logins, entering vacation requests where applicable,
- Maintain company-wide organizational charts
- Assist People & Culture team in with all recruitment initiatives; with a focus on casual staff recruitments within OEG & Rogers Place
- Providing support in preparing and tracking performance appraisals of employees
- Provide administrative support to the Vice Presidents, HR on a variety of HR related duties.
- Coordinating the recruitment process for selected positions including creating job postings, screening resumes, booking interviews, selection, follow-ups and reporting
- Manage company SharePoint and ensure all content is up to date and organized
- Responsible for understanding and pulling various reports out of the HRIS system

- Prepare essential HR documents such as letters of employment, employment contracts, company memos, and required HR reports
- Supporting day to day human resources administration and payroll requests.
- Organizing and supervising the maintenance of department records, ensuring accuracy and confidentiality
- Manage HR files and ensure security, integrity and confidentiality of data
- Providing administrative support in all human resources areas to the Human Resources team as assigned
- Support HRIS Specialist on HRIS implementation and development
- Support casual rewards and recognition program tracking

Who You Are:

- You're a positive person with a customer-centric focus.
- You're a self-starter that is excited by autonomy and has a relentless drive to exceed expectations.
- You're open-minded and don't mind adjusting on the fly.

- You believe in a team-first mentality, and you thrive in a collaborative, egoless environment.
- You're organized, have a keen eye for detail, and incredible time management skills.
- You have a talent for building great working relationships at all levels within an organization.

Education, Experience and Skills:

- Bachelor's Degree or Diploma in Human Resources, Business or related fields from an accredited institution
- CPHR Designation or currently in the process of obtaining CPHR designation will be considered an asset
- 1 to 2 years of experience in Human Resources
- Experience utilizing HRIS system will be considered a strong asset, even better if it's UKG!
- Advanced skills in Microsoft Excel
- Demonstrated ability to handle confidential information.

What's in it for you?

- 100% Employer Paid Benefits + RSP Matching Program
- Oilers, Oil Kings, and Live Entertainment Ticket Options
- Healthcare and Lifestyle Spending Account Options
- On-Site Parking and Transit Allowance
- Beautiful Office Space located Downtown Edmonton – with easy access to the LRT
- Social Work Culture + Employee Events

Next Steps:

Thank you for your interest in joining our team! Those moving forward in the process will be contacted by a member of our team.