

**Come Build a Career At SHEPP  
Human Resources (HR) Specialist  
(Permanent Full-Time Position)**

Established in 1962, SHEPP is a multi-employer, defined benefit pension plan which serves the healthcare industry in Saskatchewan. With over 60,000 members and almost \$9 billion in assets, SHEPP is the largest defined benefit pension plan in the province. We strive to deliver professional pension administration services through a team of passionate, qualified and dedicated individuals. We believe in the organisation's culture and positively impact it every day. We are committed to serving the best interests of our members by delivering a consistent experience to all stakeholders, that is guided by our service standards. We provide our employees a valuable work experience, a competitive compensation package and the opportunity to integrate work and life in a healthy and effective way.

The HR Specialist is responsible for supporting the alignment of business objectives to organisational people practices and is accountable for leading the administration of these practices throughout the organisation, including the employee experience. Working closely with the Manager of Employee Experience & Communications, the HR Specialist is responsible for processes that support and enhance the overall employee experience and ensuring policies and practices are maintained and administered as required throughout the employment life cycle, including: recruiting, onboarding, benefit administration, policy administration, total rewards, engagement initiatives and intranet maintenance. This will include research on best practices and developing recommendations based on findings to enhance the culture and employee experience within the organisation.

Qualified candidates will possess a post-secondary degree or diploma in a human resource or related field, supplemented by five or more years of experience in human resource management administration, planning and implementation experience. A combination of equivalent education, training and experience will be considered.

You have evidence of being detail-oriented with the ability to manage multiple priorities and deadlines in a fast-paced environment while maintaining confidentiality and accuracy and are a strong collaborator, who is an excellent communicator and relationship driven. You also have excellent written and verbal communication skills and strong proficiency with the Microsoft Office suite.

Completion of the Chartered Professional in Human Resources (CPHR) designation is preferred. CPHR candidates may also be considered.

Salary Range: \$75,794 to \$94,742 (based on qualifications and skills)

Please submit your resume no later than September 22, 2021 to:

Courtney Gaudet  
Manager of Employee Experience & Communications  
Saskatchewan Healthcare Employees' Pension Plan  
102-4581 Parliament Avenue, Regina, SK S4W 0G3  
E-mail: [careers@shepp.ca](mailto:careers@shepp.ca)