

Riva is looking for a dedicated and enthusiastic Human Resources (“HR”) Assistant to join our dynamic team. At Riva, we are committed to fostering a collaborative and inclusive workplace culture where employees thrive and contribute to our mission of innovation and excellence. As an HR Assistant, you will play a pivotal role in supporting various HR functions aimed at enhancing employee engagement, well-being, and organizational effectiveness.

### **WHAT YOU WILL BE DOING**

As the HR Assistant at Riva, you will be instrumental in supporting a wide range of HR activities. Reporting to the HR Manager, you will collaborate with various departments and stakeholders to ensure the smooth implementation of HR policies and procedures. Your dedication, attention to detail, and proactive approach will contribute to the overall success of our HR initiatives and the well-being of our employees.

#### ***More specifically, your duties will include:***

- Coordinate group volunteer events and record volunteer hours.
- Facilitate communication through SharePoint posts, social media updates, and birthday/new addition emails.
- Maintain a system to track recognition points and input them into the award system.
- Prepare job change letters and manage department changes within the organization.
- Proactively communicate with employees regarding work permit expiry and update work permit tracking.
- Assist with background checks for new hires and provide support throughout the process.
- Collaborate with IT for account provisioning and ensure all necessary job tabs are filled out.
- Administer time off policy and communicate company events to new hires.
- Conduct benefits sign-on meetings and assist employees with adding/removing dependents.
- Manage termination of benefits process and respond to employee inquiries regarding the benefits plan.
- Organize webinars to educate employees about the benefits plan and share information about new benefits and tools.
- Lead the social committee to organize engaging activities such as movie nights, social hours, etc.
- Coordinate and organize company events to foster team building and camaraderie among employees.
- Generate employment verification letters as needed.
- Organize fundraisers and liaise with accounting to ensure timely donations.
- Collaborate with vendors to source items and order anniversary gifts for employees.
- Manage logistics such as creating shipping labels for gifts and other items.

### **WHAT YOU BRING TO THE TABLE**

- Minimum of an HR diploma or equivalent qualification.
- Strong organizational and communication skills.
- Ability to work independently and collaboratively.
- Proficiency in Microsoft Office Suite and familiarity with HRIS systems preferred.
- A positive attitude and willingness to learn and grow within the role.

### **MORE ABOUT RIVA**

We are an Edmonton-based software development company with a global footprint. Our Relationship Engine creates seamless data flow between applications like email, calendar, contacts, and tasks and

CRM – synchronizing data and eliminating the need for task switching, application toggling, and data entry duplication across platforms.

We offer a work culture that fosters diversity, equity, inclusion, and fun. Where curiosity is rewarded, and each day offers the chance to learn, grow, and contribute to the efforts of people you like, respect, and value.

#### **WHAT WE BRING TO THE TABLE**

- Total compensation package including;
  - RRSP matching.
  - Paid vacation starting with 3-weeks.
  - Paid wellness time allowing for flexible discretionary allocation for mental health, personal benefits, and personal time.
  - Volunteering for the charity of your choice, paid up to 24 hours per year.
  - Extended health care benefits, dental and life insurance.
  - Access to third-party Employee Assistance Program.
- Professional development and training allowance for career advancement.
- Share in and create a positive vibe during teamwork activities – and don't forget the social hours, staff BBQ, potlucks, and volunteering with other team members at local charities.
- A great culture which fosters diversity, equality and inclusion.
- Work with fun, like-minded people.

Make your mark on Riva's bright future – and yours!

*Must hold a valid work permit or be a permanent resident or citizen of Canada. Successful candidates will be required to clear a criminal background check.*

*Riva is an equal-opportunity employer. Qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.*