

People and Culture Coordinator
Permanent, full-time

We're growing our team at ARROW Utilities and are looking for a People & Culture Coordinator to join our Safety, Human Resources & Wellness team.

This is an exciting opportunity for someone who enjoys working with people, building relationships, coordinating meaningful employee initiatives, and helping create a positive employee experience.

ARROW Utilities is a regional services commission providing wastewater transmission and treatment services to nearly 400,000 residents across 13 municipalities surrounding Edmonton. We own and operate 200 km of wastewater transmission lines, five pumping stations, and a state-of-the-art wastewater treatment plant located just north of Sherwood Park.

As ARROW continues to grow and evolve, we are focused on building strong, resilient teams and creating a workplace where employees feel supported, engaged, and positioned for success.

Reporting to the Director of Safety, Human Resources & Wellness, the People & Culture Coordinator will support a broad range of employee experience and people-related initiatives, including:

- Recruitment and onboarding coordination
- Employee engagement, wellness, and recognition initiatives
- Performance management administration
- Benefits and disability management coordination
- HRIS administration (NetSuite)
- Employee communications and support
- Training coordination and tracking
- Culture and employee experience projects

We're looking for someone who:

- Enjoys working with and supporting people
- Builds strong and trusted relationships
- Is highly organized and detail-oriented
- Communicates effectively and professionally
- Can manage multiple priorities and deadlines

- Maintains confidentiality and sound judgment
- Brings positive energy and a customer-service mindset to their work

Compensation: Level IV (\$78,563.22 – \$96,463.82 annually), with placement within the range based on qualifications and experience.

What We Offer:

- ✓ Comprehensive benefits package
- ✓ Local Authorities Pension Plan (LAPP)
- ✓ Compressed work week (70 hours over two weeks)
- ✓ Earned Day Off (EDO) every second Friday
- ✓ Hybrid work opportunities following probation, subject to operational requirements
- ✓ Opportunities to contribute, learn, and grow
- ✓ Meaningful work that supports communities across Alberta's Capital Region

Location: Fort Saskatchewan, Alberta, with occasional travel to operational sites and facilities.

If you're looking for a role where you can make a meaningful impact on both employee experience and organizational culture, we'd love to hear from you.

To apply, please submit your resume and cover letter to HR@arrowutilities.ca.

Competition closes June 17, 2026; however, ARROW reserves the right to close the competition early should a suitable candidate be identified.

Please feel free to share this opportunity with your network.