



HUMAN RESOURCES ADVISOR

MMI INSURANCE

AccessHR is excited to partner with **MMI Insurance** for the recruitment of a full-time, permanent **Human Resources Advisor**.

ABOUT MMI INSURANCE

For more than 60 years, MMI Insurance has provided trusted property and liability insurance solutions to homes, farms, churches, and businesses exclusively in Alberta. With a strong community focus and a member-first governance model, MMI Insurance is committed to personalized service, long-term relationships, and financial stability.

MMI Insurance combines deep local roots with modern insurance practices and a team of exceptional individuals who bring passion, expertise, and a genuine desire to serve clients and community to the workplace.

Rooted in the call to “bear one another’s burdens,” MMI Insurance reinvests in its members through initiatives such as a Compassion Fund that matches local church support for individuals facing unexpected crises, and a bi-annual donation program tied to congregational membership.

POSITION DESCRIPTION

Reporting directly to the Chief Governance, Risk, and Compliance Officer, the Human Resources Advisor will serve as MMI Insurance’s lone, dedicated HR professional, providing comprehensive Human Resources support to a team of 45 employees including 10 managers.

This is a wonderful opportunity for a knowledgeable and confident Human Resources professional who enjoys breadth over depth, values variety, and thrives as a natural collaborator and trusted advisor. This organization “walks the talk” on values and truly emphasizes service excellence, professional development, and a team focus.

The successful candidate is resourceful and able to leverage relationships, insights, and expertise to deliver thoughtful, practical solutions. You have firsthand experience in all areas of HR, including talent management, recruitment and onboarding, total rewards, employee relations and workplace culture, performance management, learning and development, employment law, HR operations, and data management.

Additionally, this role offers the opportunity to influence improvements to HR practices, support steady organizational growth, have a seat at the leadership table, and work in a supportive environment that values both professional contribution and personal well-being.

Ultimately, we are seeking a friendly, adaptable, self-directed individual with ethics beyond reproach, outstanding judgment, and compassion for all.



KEY DELIVERABLES

- **Workforce Planning & Talent Management:** Lead annual succession planning efforts; support workforce budgeting and headcount planning; develop and implement retention strategies; coordinate employee offboarding and exit processes.
- **Recruitment & Onboarding:** Develop and administer recruitment processes and tools; support full-cycle hiring including advertising, interviews, assessments, and employment contracts; coordinate and deliver structured onboarding.
- **Performance Management and Learning & Development:** Administer the performance review process; coach and advise managers on performance, engagement, and development; coordinate internal training and employee education initiatives.
- **Total Rewards:** Develop and manage compensation structures including pay bands and merit increases; administer bonus and salary review processes; oversee group benefits and retirement programs.
- **Employee Relations & Workplace Culture:** Advise on HR policies and employee relations matters; act as a resource for employee concerns; lead policy development and employee engagement survey processes.
- **Employment Law & Regulatory Compliance:** Administer employee leaves and disability claims; ensure HR policies and practices comply with legislation; support and collaborate with the Health & Safety Committee.
- **HR Operations & Data Management:** Maintain HR systems and employee records; coordinate bi-weekly payroll and year-end reporting; prepare HR budgets, reports, contracts, and organizational documentation.

QUALIFICATIONS

- **HR Expertise & Generalist Scope:** Progressive experience across the full employee life cycle, including workforce planning, recruitment, employee relations, compensation, and HR operations.
- **Talent Acquisition & Workforce Planning:** Demonstrated ability to support succession planning, headcount forecasting, and to lead full-cycle recruitment from advertising through onboarding.
- **Employment Law, Policy & Compliance:** Excellent working knowledge of Alberta employment laws, human rights, and OHS legislation; able to ensure compliant, fair, and values-aligned practices.
- **Employee Relations & Performance Coaching:** Able to quickly build relationships and advise and coach leaders on performance management, engagement, development, and complex employee relations matters with sound judgment and discretion.
- **Compensation, Benefits & Payroll Administration:** Experience administering salary structures, merit and bonus programs, group benefits, and supporting payroll processes.
- **Relationship Building & Customer Service:** High emotional intelligence; demonstrated ability to establish and maintain trust with a wide variety of diverse internal stakeholders.
- **Detail Orientation & Diligence:** Highly meticulous and thorough; demonstrates consistent follow-through, accuracy in documentation and reporting, and careful attention to details, deadlines, and process integrity.
- **Strategic Prioritization & Adaptability:** Ability to effectively prioritize and pivot between competing demands and projects to align with organizational needs.
- **Ethics Beyond Reproach:** Aligns actions with values and principles, takes responsibility for actions, is transparent about intentions and decisions, and maintains a reliable and predictable approach.



EDUCATION & EXPERIENCE

- Bachelor's degree in human resources, or related field preferred; human resources diploma or certificate with appropriate experience also considered
- 8+ years' human resources advisory experience
- CPHR designation is "required", although CPHR designation in progress and/or a desirable combination of education and experience will be considered
- Capable and eager to work in a small business environment with a wide variety of deliverables
- Well-developed skills with MS Office including Outlook, Teams, Excel, and PowerPoint

ASSETS

- Insurance industry experience
- Systems experience with Ceridian Dayforce and Power Pay
- Exposure to multiple organizational environments and/or industries

WHAT WE OFFER

- Competitive total compensation package, including annual base salary of \$80,000 to \$100,000, plus annual bonus
- Company paid health and dental plan, matching RRSP contributions, and generous vacation and paid time off benefits
- Eligibility to participate in MMI Insurance's hybrid work model following training period
- 35-hour work week, typically Monday to Friday, 7 hours per day
- Support for professional development and training
- Truly collaborative, supportive, and fun place to work
- Free parking

Total Compensation: MMI Insurance is committed to fair, equitable, and market-aligned compensation for all employees. Actual compensation will vary depending on many factors, including skills, performance over time, business needs, qualifications, experience, and location. In addition to the base salary, the total compensation package includes the items listed above.

POSITION REQUIREMENTS

- Ability to travel to locations within Alberta, annually or as needed
- Criminal background check

APPLY

Interested candidates are invited to apply [HERE](#) with a cover letter and resume. **Please note that the position posting will close at 6:00 pm on March 15th, 2026.**

All applicants will receive a personalized response, and candidates under consideration will be contacted directly. Applications are reviewed regularly, and interviews may be scheduled throughout the posting period. If you require adjustments or accommodation at any stage of the application or interview process, we encourage you to let us know.

MMI Insurance has a growing and diverse team of employees and welcomes applications from individuals with a diversity of skills, talents, and backgrounds. MMI Insurance is committed to fostering a respectful, inclusive, and safe workplace.

