

POSTING

HUMAN RESOURCES COORDINATOR

Permanent Part Time (20 hours per week)

Human Resources

The HR Coordinator is an integral part to the HR function at Options Community Services. The HR Coordinator helps facilitate all HR operations and ensures that the HR department runs smoothly by aiding in planning, organizing, and evaluating HR operations. The position will also assist in the development and implementation of HR systems, programs, and procedures that ensure organizational efficiency and positive employee morale and retention.

KEY DUTIES AND RESPONSIBILITIES

- Support agency recruitment activities by assisting in the development of job descriptions and creation of job posting to be advertised on the agency website and other outside posting boards as required.
- Coordinate new-hire on-boarding meetings, prepare hiring documentation, ensuring all pre-employment material is shared with candidates and all relevant employment documentation is collected.
- Assist in the preparation, analysis, and organization of reports and performs a range of ad-hoc analytical and reporting work as required by various stakeholder groups (including but not limited to the HR annual report).
- Responsible for ensuring mandatory documentation are provided for internal personnel transfers/changes and ensure all departments/systems are updated.
- Ensure accurate and comprehensive personnel file by conducting file audits to ensure all mandatory information is present and follow up with program managers to obtain missing documentation.
- Maintain internal systems (Payworks & Raiser's Edge) to ensure electronic personnel information is accurate and up to date.
- Coordinate and provide oversight for staff development activities/events.
- Responsible for ensuring mandatory training and other position/program requirements are completed by enrolling personnel in training activities and providing reports to programs.
- Coordinate employee/volunteer recognition events.
- Assist in the implementation of agency systems, processes and procedures to ensure compliance and efficiencies.
- Co-ordinate or provide support on special projects/initiatives and participate on various agency committees.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 12/13/2018

OCS Posting #:A21241

QUALIFICATIONS

Education, Training, and Experience:

- Diploma, and/or certificate in Human Resources and 2 (two) years recent related experience working in HR Generalist role. The equivalent combination of education and experience will also be considered.
- Holds or is working towards the Certified Professional in Human Resources (CPHR) designation.
- Intermediate level of computer proficiency - particularly in Microsoft Word, Excel spreadsheet and other standard computer applications (internet usage, e-mail proficiency, scanner use)

Job Skills and Abilities:

- Intermediate knowledge of legislation, rules and regulations affecting employment, including Employment Standards, WorkSafe BC and Employment Insurance, etc.
- Proven time management, analytical and organizational skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Service-oriented mindset and the ability to be both pro-active and responsive to employee and management enquiries.
- Commitment to a problem solving approach.
- Exceptional accuracy and attention to detail.
- Ability to work independently, set priorities, and manage multiple tasks.
- Ability to work in a large, multi-service environment.
- Ability to identify sensitive issues and maintain a high level of confidentiality.
- Commits to personal and professional growth and development

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE:

Resumes will be reviewed starting [December 20, 2018] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Vanessa Masters, Human Resources Manager
Options Community Services Society

Email: vanessa.masters@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21241] and outlining your qualifications and related experience for the position.