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JOB TITLE	Human Resources Coordinator
DEPARTMENT	Administration
REPORTS TO	Human Resources Partner
DIRECT REPORTS	None
SALARY RANGE	\$55,000 - \$70,000 per annum based on 40 hours per week
STATUS	Permanent, Full-Time

JOB SUMMARY

Reporting to the Human Resources Partner, the Human Resources Coordinator will support a variety of human resources functions. This position uses their attention for detail to ensure personnel data is current and up-to-date, and to proactively plan for appropriate trainings and employee milestones. This Human Resources Coordinator guide the recruitment process from job postings to reference checks, supporting the hiring manager along the way. Finally, this role supports employee engagement by planning opportunities for the team to gather, in-person and virtually, while working within an approved budget.

RESPONSIBILITIES

- Oversee full cycle recruitment including job descriptions, postings, short-listing, interview preparation, arrangements and participation, reference checks
- Support new hires in obtaining criminal record checks and driver's abstracts as needed
- Managing benefits enrollment and employee changes
- Assist in administering performance management processes including 30-, 90-, 6 month and annual reviews
- Answer internal and external human resources related inquiries
- Book trainings and certifications for employees as needed
- Maintain personnel files, ensuring they are current
- Support off-boarding tasks
- Support with additional human resources administrative duties and projects as directed
- Assist with streamlining systems and implementation new human resources frameworks
- All other duties or tasks as assigned by the Human Resources Partner or President

EDUCATION & EXPERIENCE

- A diploma or bachelor's degree, preferably in human resources, general business, psychology or related discipline required
- Two years experience in a human resources or administration role required
- Previous experience in full-cycle requirement required
- Working towards or holds a CPHR designation an asset
- Knowledge of BC Employment Standards, Human Rights Code of BC, WorkSafe BC and general human resources best practices required

- Previous experience using BambooHR an asset

SKILLS AND ABILITIES

- Self-motivated and passionate about energy efficiency, renewable energy, climate action and Indigenous rights
- Proficient computer skills including use of Microsoft Office Suite
- Strong problem solving and critical thinking abilities
- Strong communication and relationship building skills, treating others with respect and integrity
- Demonstrated ability to prioritize, multi-task, work under pressure and meet deadlines
- Initiative providing suggestions for improved work and processes
- Proven ability to work independently with minimum supervision
- Identifies area for improvement and takes initiative where appropriate
- Very strong attention to details
- Accepts and manages change effectively
- Supports teamwork and contributes to a positive team spirit
- Positive attitude and interactions with others
- Professional in all interactions

WORK ENVIRONMENT

- Hybrid or remote work options available, from your home office and/or at the corporate office
- Core work hours are 10:00am-3:00pm, Monday to Friday, 30-40 hours per week required

DISCLAIMER

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Barkley Project Group management reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws “notice to employee requirements”.

Employees have the right and responsibility to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafeBC or any other laws or regulations, both Provincially and Federally governing Barkley Project Group. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

In the outlined duties in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in Barkley Project Group's Confidentiality Policies, the Privacy and Confidentiality Act and any other applicable laws or regulations, both Provincially and Federally governing Barkley Project Group and its employees.

I have read and understood the above job description and will continually strive to accomplish each task in a professional manner.

Employee Signature

Date

Supervisor Signature

Date