

Job Posting

Posting #:	EXEMPT	Posting Date:	February 1, 2018
Position:	Human Resources Generalist	Closing Date:	February 8, 2018
Location:	Head Office – Burnaby BC	Starting Date:	February 19, 2018
Salary:	Competitive Salary With Benefits	Hours:	40

Hours Monday to Friday 8:30am – 4:30pm

Resumes To: hrasstmgr@posAbilities.ca

Mandate

The HR Generalist reports to the Assistant Human Resources Manager. The mandate of the Human Resources Generalist is to provide administrative support to the Human Resources Department in the areas of Training, Occupational Safety and Health, HR database management and reporting, Employee Benefits, WCB claims, and recruitment.

Education and Qualifications

- Completion of a College level diploma in Human Resources, or an equivalent combination of education and experience.
- Working towards a CPHR designation is an asset
- One to three years of progressively more responsible experience in providing HR Generalist administrative support
- Demonstrated and in-depth working knowledge of Human Resources programs and services, applicable legislation and policies, and collective agreement interpretation and administration.
- Proficient in the use of MS Office applications such as Word, Excel, and Access, and experienced in the use of Human Resources software.
- Excellent oral, written, facilitation and interpersonal communication skills
- Well-developed planning, organizing, and administrative skills
- Detail oriented with priority given to accuracy while frequently working under pressure of meeting deadlines

KEY DUTIES AND RESPONSIBILITIES

- Coordinates the registration of employees for training and maintains records of training taken
- Coordinates benefits administration, and conducts benefits orientations for new employees
- Provides information to management and Payroll regarding Leaves of Absences, and coordinates the administration of WCB injury reports
- Acts as the secretary of the Occupational Safety and Health Committee, and maintains records of OSH exercises performed
- Assists the Assistant HR Manager in conducting administrative orientations for new employees
- Provides recruitment support: resume and telephone pre-screening, scheduling and conducting interviews, obtaining references
- Produces statistical reports and provides administrative support on a range of Human Resource functions, often involving material of a confidential nature for the Management Team
- Maintains excluded employee employment information in the HRIS
- Participates in all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment. Reports all concerns to the Assistant HR Manager

This position is open to both female and male applicants. The successful applicant must have a Criminal Record Search completed and reviewed by the Chief Executive Officer (CEO) or designate. Internal candidates may apply by submitting an "Internal Application" form and a current resume.