



## **Human Resources Generalist – 12-Month Term**

**posAbilities** is one of the largest Community Living Organizations in BC. We assist individuals with developmental disabilities to lead meaningful and healthy lives. We accomplish this by partnering with local communities to provide a comprehensive range of person-centred services for individuals and the families who care for them.

We aim our employees to experience joy, meaning and beauty at work. They have more opportunities to be creative and autonomous, living life doing what they love.

We are currently searching for a HR Generalist to support our staff to make a difference in the lives of adults with developmental disabilities. This full-time, 12-month term position is based in our Head Office in Burnaby. In addition to competitive salary, successful candidate will receive extended health care, dental, and MSP coverage after 3 months of continuous employment.

Gain the gratification of knowing you are instrumental in helping individuals create their success!

### **About YOU:**

- You hold a college level diploma in Human Resources, Business Administration or an equivalent combination of education and experience.
- You have at least one year of progressively more responsible experience in HR, Operations, and/or administrative support.
- You have demonstrated in-depth working knowledge of HR programs and services, specifically in benefits administration, recruitment, and health and safety administration.
- You are proficient in the use of MS Office applications and various HR database software.
- You are detail oriented with priority given to accuracy while frequently working under pressure of meeting deadlines with payroll reconciliation.
- You are a confident and compassionate communicator, with excellent oral, written, and interpersonal skills
- You are a team player, multitasker with well-developed planning, organizing, and administrative skills
- Preferably you have worked in an unionized environment and/or the non-profit sector

### **KEY DUTIES AND RESPONSIBILITIES**

- You oversee benefits administration for both unionized and excluded staff.
- You coordinate the administration of WorkSafeBC injury reports, provide information to management and Payroll regarding staffs leaves of absences, and their prospective benefits changes.
- You oversee the intake of practicum students, and provide orientation to new practicum students.
- You act as the secretary of the Occupational Safety and Health Committee, and maintain records of OSH exercises performed.
- You assist the Assistant HR Manager in recruitment support, onboarding, and staff training.
- You assist Payroll in staff benefits calculations, reconciliation, and seniority and accruals update.
- You produce statistical reports and provide administrative support on a range of HR functions, often involving material of a confidential nature for the Management Team.



- You may perform other duties as assigned.

If you are looking for a supportive team environment with great training and learning opportunities, and a bridge in your career as a Human Resources professional, we want to hear from you! Please email your resume and covering letter to: [careers@posAbilities.ca](mailto:careers@posAbilities.ca) or online at [www.posAbilities.ca](http://www.posAbilities.ca) . Please note while we would like to respond to everyone, only those applicants who are chosen for an interview will be contacted.