

Interior British Columbia Community Services Co-operative (IBCCSC) is seeking a motivated, skilled and energetic Human Resources (HR) professional to join our management team as a temporary full time HR Coordinator.

IBCCSC is an organization that was established in 2013 to provide administrative, finance, HR services, capital asset management and IT functions to its members. The members are specifically incorporated for the purpose of providing support to adults with diversabilities. The members of IBCCSC share similar values and philosophies; by striving to support persons to live socially valued, self-driven and meaningful lives.

The HR Coordinator is responsible for providing operational guidance and support to employees, contractors and directors in all facets of human resources:

- Workplace health and safety
- Recruitment and retention
- Training and development
- Benefits administration
- Performance management
- Employee and labour relations
- Policy development and implementation

The successful applicant will have a level of education, training and experience equivalent to a Bachelor's Degree in Human Resources or Business Administration and 3-5 years in Human Resources Management. Additionally, the ideal candidate will possess the following:

- The ability to work independently, frequently under pressure, while managing multiple concurrent projects and deadlines, including emergency situations is an ongoing expectation
- Strong interpersonal, oral and written communication skills
- Proficient with MS Office based programs
- Ability to handle confidential information with discretion
- Maintain a current comprehension on Employment Standards Act and Canadian Labour Code, Union Legislation and the Collective Agreement, WorkSafe BC, CARF requirements, Community Living BC Policy & Procedures and Agency Specific Policies and Procedures
- Highly motivated to leverage their HR expertise with organizations that are values-based and constantly striving to make a positive change in our community
- Experience working in a unionized environment is a definite asset

This position is a temporary (1 year) full time position (75 hours bi-weekly). IBCCSC offers a competitive salary, Municipal Pension Plan (MPP) and an excellent benefit package.

To apply, please submit your resume and cover letter in strict confidence to one of the following:

By email:

HSchofield@ibccsc.ca

By fax:
778.471.3374

In person:
IBCCSC
281 Seymour St.
Kamloops, BC
V2C 2E7