



Assistant Human Resources Manager

Position Type: Full Time permanent

Location: Burnaby, BC with hybrid in-office/remote work options

Work Schedule: Monday to Friday 8:30am – 4:30pm with flexibility

Who we are

posAbilities is one of the largest Community Living Organizations in BC. We assist individuals with developmental disabilities to lead full and good lives. We aim for our employees to experience joy, meaning and beauty at work. They have opportunities to be creative and autonomous, living life doing what they love.

We are currently searching for an Assistant Human Resources Manager to support our employees to make a difference in the lives of people with developmental disabilities. This full-time position is based at our Head Office in Burnaby with options to work from home for 2-3 days per week. In addition to a competitive salary, the successful candidate will receive a comprehensive benefits package including extended health and dental benefits and a defined benefit pension plan.

Gain the gratification of knowing you are instrumental in helping people 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 three years of progressively more responsible experience in HR and leading a department.
- You have or are in the process of obtaining your CPHR designation.
- You have demonstrated in-depth working knowledge of Human Resources programs and services, applicable legislation and policies, compensation and benefits administration, collective agreement interpretation and administration and Human Resources software.
- You are proficient in the use of MS Office applications and various HR database software.
- You are a confident and compassionate communicator, with excellent oral, written, and interpersonal skills.
- You are a team player with well-developed leadership skills and are proficient in planning, organizing and administration, demonstrated by accuracy and attention to details.
- You are skilled in applying tact and diplomacy while relating to others.
- You are able to function independently and frequently under pressure while performing multiple concurrent projects and adhering to deadlines.
- Preferably you have worked in a unionized environment and/or the non-profit sector

KEY DUTIES AND RESPONSIBILITIES

- You assist the Director of Human Resources and Labour Relations to manage the six main functions of the Human Resource department: Recruitment, Employee Relations, Compensation and Benefits, Compliance, Training and Development, Health and Safety.



- You assist in implementing Human Resources policies, programs and related procedures and practices that are consistent with all legislative and/or collective agreement requirements and provisions.
- You supervise the Human Resources department team members.
- You are responsible for sourcing and pre-screening of candidates, to coordinate and where needed participate in selection interviews with hiring managers, to perform reference checks, to deliver new hire orientations.
- You liaise with program /service managers to ensure effective and efficient hiring of new employees.
- You coordinate internal job postings.
- You develop and maintain relationships with colleges and coordinate practicum placements.
- You ensure data integrity and maintain access permissions for our Employee Management System.
- You maintain our e-learning system.
- You perform onboarding and exit surveys, collate and analyze results, provide recommendations regarding turnover and retention.
- You develop and maintain HR reports, ensure timeliness and accuracy of reports in conjunction with the Database Administrator.
- You develop and facilitate training on our staffing scheduling system.
- You perform a range of administrative duties often involving material of a confidential nature for the management team.
- You oversee the administration and information flow related to health and welfare benefits, in house training, disability management, leaves, employee requirements, performance evaluations
- You liaise with the Payroll Manager to ensure accurate and timely communication of payroll related information between the two departments.
- You participate in all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment. You report all concerns to the Director of Human Resources and Labour Relations.
- You participate in the development and implementation of the Association's strategic Human Resources related initiatives.

Covid-19 Precautions:

To ensure health and safety of our employees and persons served, posAbilities is in full compliance with WorkSafe pandemic safety protocols. We provide personal protective equipment and practice physical distancing wherever possible at all work sites.

If you are looking for a supportive team environment with great training and learning opportunities, and the next step 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 or online at 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.