

Job Posting

#21.79 HUMAN RESOURCE GENERALIST

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

Reporting to the Director of Human Resources, the Human Resource Generalist will be responsible for performing a variety of HR duties to support the HR department. The Human Resource Generalist must view the Human Resources department as a support department where service to the management and employees is the first priority.

Duties and Responsibilities:

Under the direction of the Human Resource Director, the HR Generalist will:

- Perform a range of administrative duties often involving material of confidential nature in maintaining employee records and files.
- Supervise and assign tasks to HR/Admin Assistant and conduct monthly supervisions and annual performance appraisals for them.
- Assist in updating the company policy and procedure manual and help implement best practices to promote positive employee relations.
- Assist in the recruiting process for all OPS facilities including pre-screening and interview selection for various departments.
- Perform all new hire on boarding
- Perform tasks required for benefits administration and basic payroll management.
- Be involved in various employee engagement activities.
- Be a member of the Occupational Health and Safety Committee, be responsible for setting up meetings, ordering first aid supplies, investigate accidents and process all Worksafe BC claims and record minutes for the monthly meetings.
- Manage and monitor monthly employee performance evaluations.
- Ensure all employee contracts are kept up to date with their current title and wage information and the same is updated with payroll.
- Prepare reports for HR Director and management as required.
- Manage Employee Referral Program.
- Prepare monthly staff newsletters and wellness bulletins.
- Work closely with management team and site supervisors providing support and advice on various HR matters.

Qualifications:

Education and Experience:

- Certificate or diploma in Human Resource Management is a definite asset.
- Minimum of 3 years of experience in an HR Generalist capacity is preferred.
- Knowledge of BC Employment Standards Act is a must.
- CPHR certification is an asset.

Skills and Abilities:

- Ability to work on own initiative as well as take direction.
- Excellent working knowledge of office software, Excel, Word and other software applications.
- Be detail oriented.
- Highly organized, efficient and self-motivated.
- Have the ability to research and be involved in team building activities.
- Excellent written and verbal communication skills.
- Demonstrated team player.
- Ability to manage diverse workload and competing priorities to deadlines.
- A positive attitude and ability to stay calm under pressure in a very busy environment.
- Exercise discretion and diplomacy when dealing with confidential and sensitive issues.
- Communication and organizational skills with the flexibility to adapt to change quickly.
- Some knowledge of homelessness and current social issues would be an asset.

Working Conditions

Shifts: Mon to Fri - Days, Full Time – 37.5 hours per week.

Compensation: \$50,000 – \$64,500 per annum.

Benefits: Excellent full employer paid benefits after successful completion of 3 months of full-time employment. Plus 3 weeks' vacation.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Friday September 24, 2021 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #21.79 – HR Generalist" in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities