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Job Posting

#26.114 Junior Human Resources Generalist

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position Overview:

Reporting to the Manager of Human Resources, the Junior Human Resources Generalist supports all levels and aspects of Human Resources by understanding, recommending and implementing best practice HR policies and procedures.

The Junior HR Generalist provides administrative and operational support across a variety of human resources functions, including recruitment, onboarding, employee relations, benefits administration, Labour Relations including investigations and discipline, HRIS maintenance, WorkSafe BC issues, training coordination and policy administration including advising and being familiar with interpreting the BCGEU collective agreement. This role would be ideal for an HR professional early in their career who is looking to develop broad HR experience while supporting a positive employee experience

Duties and Responsibilities:

Recruitment and Onboarding:

- Assist with posting job openings and screening applicants
- Coordinate and participate in interviews and communication with candidates
- Conduct reference checks and prepare offer letters
- Organize and facilitate employee onboarding activities including wrap around scheduling and training onboarding by liaising with scheduling team
- Maintain recruitment files and applicant tracking records
- Handles paperwork for hiring and termination process
- Ensure effective documentation management for HR related data such as hires, transfers, performance appraisals and absenteeism rates.
- Advises / assists employees in the understanding of financial policies, pay entitlements/ payments and benefits
- Support management in identifying staffing needs and confirming vacancies and recruit, interview and select applicants with final approval from and by management.
- Creates or Supervises Human Resource letters (offers of employment, changes in employment, etc)

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Employee Records and HR Administration:

- Maintain accurate employee files and HRIS data
- Prepare the seniority lists on a bimonthly (casual) or twice yearly basis in accordance with the collective agreement
- Prepare employment letters, contract amendments, and other HR documentation
- Monitor employee probationary periods and key employment milestones
- Support HR reporting and record-keeping requirements

Benefits and Leave Administration:

- Assist employees with benefit enrolment and changes, if required
- Coordinate benefit eligibility and communicate with providers, if required
- Track and administer leave of absence, vacation and other employee entitlements
- Support payroll by providing accurate employee data and updates

Employee Relations:

- Respond to routine employee inquiries regarding policies and procedures
- Support employee engagement initiatives and recognition programs
- Assists HR Manager with investigations/discipline and employee relations matters in accordance with the applicable collective agreement
- Promote a respectful, inclusive and positive workplace culture
- Ensure the HR department represents a service oriented, Team Member driven culture.
- Be actively involved with planning, creating and participating in staff engagement activities
- Engage in local community involvement such as career fair, speaking engagements, job placement panels.

Learning and Development:

- Coordinate with the Manager of Training staff training sessions and maintain training records
- Assist in the development of orientation and educational materials
- Support performance review processes and employee development programs

Compliance and Policy Support:

- Consults with Employment Standards Act to ensure society compliance
- Ensure HR practices comply with employment standards, privacy requirements and organizational policies
- Assist in updating HR policies, procedures, and employee handbooks or similar
- Be fully familiar with the BCGEU applicable collective agreement in order to advise staff and management
- Support workplace health and safety initiatives in conjunction with the HR Manager and the OHS Manager

Skills and Abilities:

- Customer Service Oriented
- Attention to detail
- Confidentiality and integrity

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- Solic organizational and time management skills
- Good problem solving skills
- Excellent collaboration and Teamwork skills
- Ability to adapt to situations quickly
- Ability to work on own initiative as well as take direction.
- Good working knowledge of office software, including payroll software, Excel, Word, PowerPoint, Sharepoint, Teams and other applicable software applications.
- Ability to prioritize workload, multitask and work under and within deadlines.

Qualifications:

Education and knowledge:

- Post-secondary education in Human Resources, such as a certificate, diploma or degree in Human Resources, or a related field.
- A minimum of two (2) years of progressive experience in a Human Resource role, with demonstrated knowledge of HR practices and procedures.
- Well rounded knowledge of all aspects of human resources management and administration.

Working Conditions

Shifts: Monday to Friday, 30 hours per week, daytime. This position is a union-exempt, in-office position.
Compensation: $62,000 - $70,000 annually, commensurate with experience**.**
Benefits: Vacation is accrued at a rate of 6%. Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position is union-exempt.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Thursday, December 10th, 2026, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote "File **#26.114 – Junior Human Resources 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.