
Job Posting
Human Resources Generalist

The WorkLink Employment Society has a part time position as a Human Resources Generalist (0.75 FTE) available up to 30 hours per week (4 days per week) in our Jacklin Road office located in the Westshore. This is a permanent position, with an anticipated start date of February 1, 2019, subject to continued funding at a range of \$25.00 - \$25.90 per hour. A comprehensive benefits package is also available.

About the position:

The Human Resources Generalist:

- carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment;
- collaborates regularly with member of the WorkLink senior management team to achieve organizational goals;
- ensures that all employees will have access to high quality services, for which applicable external funding body agreements and internal Society policies will be applied in the same way, regardless of where and how services are accessed;
- manages the day-to-day operations of the Human Resource office, and the administration of the human resources policies, procedures, and programs; and
- originates and leads HR practices and objectives that will provide an employee-oriented, high-performance/organizational culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

Primary development objectives for this position include:

- Safety of the workforce.
- Development of a superior workforce.
- Development of the Human Resources department.
- Provides competitive market research, prepares pay studies/practices/bands that help to recruit/retain superior staff.
- Participates in one salary survey per year.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance.
- Personal ongoing development.

Knowledge, Skills and Abilities:

- Ability to be jointly accountable to all employees and Society; provide appropriate services and supports based on suitability, and need;
- Ability to operate flexibly within ever-changing resources, protocols, policies, and legislation;
- Commitment to life-long learning and industry certification;
- Demonstrate critical thinking and sound judgement; assess staffing and organizational needs and identify and solves problems;
- Evidence of the practice of a high level of confidentiality;
- Excellent organizational, interpersonal and coaching skills;
- Problem solving skills and ability to multi-task in a high-demand, fast-paced work role requiring quick decision making and attendance to tasks;
- Responsible and ethical advocacy and work ethic; demonstrate integrity, honesty and fairness; and
- Supportive and compassionate with teamwork skills; able to collaborate effectively and support coworkers, sub-contractors and key outside stakeholders to enhance team dynamics.

Credentials/Requirements:

- Experience in leading Human Resources programs.
- General knowledge of employment laws and practices.
- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent.
- Professional Human Resources certification and good standing in recognized professional HR association is mandatory (CPHR or equivalent).
- Three to five plus years of progressive leadership experience in Human Resources positions.

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- Applicants may submit their cover letter and resume to pdoukakis@worklink.bc.ca no later than **Wednesday, January 16th at 4:30pm.**
 - We appreciate all applications, however only those with a minimum of three (3) years of direct human resources experience will be shortlisted for consideration.
 - This position is open to all interested applicants and requires a vulnerable sector criminal record check.
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WorkLink values the diversity of the people it hires and serves... we foster a workplace where individual differences are recognized and respected, while utilizing each person's talents and strengths. The more inclusive we are, the better our work will be.