



Human Resources Administrator

Association Services Office

(at the Westhills YMCA-YWCA in Langford, BC)

Vacancies: 1

Position: Permanent Full-Time (*Note: qualified applicants seeking a Permanent Part-Time role will be considered*)

Placement Date: March 2025 (Negotiable)

Salary: \$52,780 - \$54,600 (commensurate with experience and training)

Hours: 35 hours per week; Monday through Friday (some flexibility required)

Nature and Scope:

Reporting to the Manager – Payroll, Benefits and HR Administration, the Human Resources Administrator (HRA) will provide human resources support in several areas and will play an active role in the recruiting and onboarding experience for new hires (staff and volunteers), benefits administration, maintaining and developing administrative systems, and ensuring on-going compliance with HR-related matters. The HRA will ensure related processes are current, streamlined, and in compliance with legislative requirements. General employee support is a key aspect of this position. The HR Administrator requires a high degree of attention to detail, critical thinking, and efficient administrative capabilities.

What we offer:

This permanent full-time position is entitled to a YMCA-YWCA individual membership; 15 days vacation; paid sick leave (per policy); and a cost-shared benefits package (after completion of the probationary period) which includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance, LTD and AD&D
- YMCA Canada Pension Plan (as per eligibility requirements in the plan)

What you'll be doing:

- Supporting recruitment by tracking job vacancies, posting positions to various platforms, screening applications, responding to inquiries and supporting the Manager – Payroll, Benefits and HR Admin and the hiring managers with associated recruitment responsibilities, as requested.
- Ensuring appropriate protocols are followed throughout the hiring process; assisting hiring managers with interviews as assigned.
- Assisting the hiring managers through the onboarding process for new employees, including preparation of employment contracts, tracking and following up on new hire packages, criminal record checks, mandatory certifications, and assisting Payroll in welcoming new employees.
- Coordinating closely with payroll to incorporate new hire documentation into Avanti, ensuring that Human Resources/Payroll information systems are integrated, maintained and updated.

- Tracking and maintaining employee certification compliance, such as criminal records renewals, annual policy updates, current Work Permits, and similar.
- Assisting in the administration of the employee group benefits and pension plan; providing guidance and support to eligible employees through the enrolment process and responding to inquiries regarding the plan itself.
- Playing an active role in ensuring that staff and volunteers adhere to Human Resources and Association policies and practices.
- Exercising a high degree of confidentiality, sensitivity and privacy with staff and volunteer information and files, ensuring privacy legislation and legal requirements are followed.
- Supporting Association committees and special events (e.g. job fairs) as required.
- Providing general administration support to the Association Services department, and other duties as assigned.

What you'll need:

- Human Resources or other related diploma, with a minimum of 2 years relevant experience, and a high level of interest in the HR field; or equivalent combination of education and experience.
- Ability to work and collaborate within a team while establishing and maintaining supportive relationships.
- Excellent attention to detail combined with strong interpersonal and communication skills, sound judgement, confidentiality and self-motivation.
- Ability to prioritize and work effectively while managing multiple time sensitive tasks.
- Competent working knowledge of MS Office Suite, including Word, Excel, Outlook and Teams; experience with HRMIS software is an asset.
- Experience with full cycle payroll processing is highly valued.
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required (prior to start date – not required at the application stage).

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

1. Application Details: **Deadline for applications is Tuesday, January 28, 2025.**
 *Please Note: application will be short-listed for interviews as they are received.
2. Please indicate in your cover letter how you heard about this position.
3. We thank all applicants, but only short-listed candidates will be contacted.

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.