



Human Resources Administrator

Association Services Office, Westhills YMCA-YWCA, Langford, BC

Vacancies: 1

Position Type: Permanent Full-Time (Qualified applicants seeking a Permanent Part-Time role will be considered)

Placement Date: March 2025 (Negotiable)

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

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

Nature and Scope:

Step into a dynamic role with the YMCA-YWCA at Westhills! As a Human Resources Administrator, you will report directly to the Manager of Payroll, Benefits, and HR Administration. In this pivotal role, you'll support various HR functions, actively engage in recruiting and onboarding, manage benefits administration, maintain administrative systems, and ensure compliance with HR-related matters. Your role is crucial in guaranteeing that our processes are up-to-date, efficient, and comply with legislative requirements. Providing comprehensive employee support will be a key aspect of your job. This position demands exceptional attention to detail, critical thinking, and superb administrative skills.

What We Offer:

Join us and enjoy a YMCA-YWCA individual membership, 15 days of vacation, paid sick leave (per policy), and a cost-shared benefits package after completing the probationary period. Our benefits package 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)

What You'll Be Doing:

- **Recruitment Support:** Track job vacancies, post positions, screen applications, respond to inquiries and assist with recruitment responsibilities.
- **Onboarding Assistance:** Help hiring managers prepare employment contracts, track new hire packages, coordinate criminal record checks, mandatory certifications, and assist with payroll integration.
- **Employee Certification Compliance:** Track and maintain compliance with certifications such as criminal records renewals, annual policy updates, and current Work Permits.

- **Benefits Administration:** Guide employees through enrolment in group benefits and pension plans and respond to related inquiries.
- **Policy Adherence:** Play an active role in ensuring that staff and volunteers adhere to Human Resources and Association policies and practices.
- **Confidentiality:** Maintain a high degree of confidentiality, sensitivity, and privacy with staff and volunteer information, ensuring compliance with privacy legislation.
- **Special Events:** Support Association committees and special events (e.g., job fairs) as needed.
- **General Administration:** Provide administrative support to the Association Services department and perform other duties as assigned.

What You'll Need:

- **Education & Experience:** Human Resources diploma or related field with a minimum of 2 years of relevant experience, or an equivalent combination of education and experience. A strong interest in HR is essential.
- **Team Collaboration:** Ability to work effectively within a team and build supportive relationships.
- **Attention to Detail:** Strong interpersonal and communication skills, sound judgment, confidentiality, and self-motivation.
- **Multitasking:** Ability to prioritize and manage multiple time-sensitive tasks efficiently.
- **Technical Skills:** Proficient in MS Office Suite (Word, Excel, Outlook, Teams) and experience with HRMIS software is an asset.
- **Payroll Experience:** Experience with full-cycle payroll processing is highly valued.
- **Background Check:** A clean Police/RCMP Criminal Record Check with Vulnerable Sector Screening is required (prior to start date – not required at the application stage).

Ready to make a difference? Join us at the Westhills YMCA-YWCA and become a key player on our HR team!

To Apply:

Please send your cover letter and resume to: **Human Resources**

Email: hr@vancouverislandy.ca

IMPORTANT APPLICATION INFORMATION:

- The deadline for applications is **Tuesday, March 3, 2025**.
- Applications will be short-listed for interviews as they are received, so be sure to apply early for the best chance!
- Please mention how you heard about this position in your cover letter.
- We appreciate all applications, but only short-listed candidates will be contacted.

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