
2750 East 18th Avenue, Vancouver, B.C. V5M 4W8 Tel: 604-434-9101 Fax: 604-434-9938

Position Title: Employee Relations Coordinator

Position Status: Permanent Full Time

Hours of Work: 35 hours per week

Wage and Salary Range: \$23.30 – \$25.61 per hour

Primary Location: Vancouver

Employee Group: Exempt

Reports To: Human Resources and Communications Manager

Anticipated Start Date: Immediate

This position is open to male and female applicants. TCF is an equal opportunity employer and welcomes applications from minority groups. This position requires maintenance of a satisfactory criminal record check.

Closing Date

Please send resume and cover letter attention to Esther Chow at esther.chow@childrens-foundation.org or fax 604-434-9938 by July 12, 2018.

Attachment – Job Description

Employee Relations Coordinator

Reports to: Human Resources and Communications Manager

General Description

This position is responsible for developing, coordinating and administering a variety of human resources and administrative duties.

Duties

1. Prepares and sends out job postings.
2. Ensures hiring procedures are followed, and all required documents are collected for payroll and personnel files. processes criminal record and medical checks for new hires, and checks new hire credentials including education, certifications, food safe etc.
3. Works with the Technical Specialist to set up accounts for new hires on the computer server and database server with appropriate access rights.
4. Provides orientation to new hires on various systems, including, computer server, email, payroll system (ComVida) and case management system (Penelope).
5. Ensures a process for exiting employees is in place.
6. Prepares hiring, termination, and other human resources related correspondence in consultation with program directors/ supervisors.
7. Manages, maintains and fields questions regarding enrollment and termination of employee health and welfare benefits plans as well as the Municipal Pension Plan.
8. Maintains and updates all personnel files (electronic and manual).
9. Updates and maintains staff schedule information. Allocates casuals employees to available shifts in accordance with policies and procedures. Ensures hours are categorized and allocated to correct earning codes.
10. Compiles, maintains and produces HR statistics and reports of such records as seniority lists, licenses expiry reports, etc. And ensures their accuracy.
11. Maintains the organization's intranet, makes sure information is communicated to staff.
12. Performs other related duties as required.

Qualifications:

- Bachelor Degree in Human Resources Management, or Business Management.
- Must be in the process of obtaining the Chartered Professional in Human Resources (CPHR) designation. Passed the National Knowledge Examination.
- Minimum two years of human resources experience that includes experience in an unionized environment.
- Proficient with various word processing, spreadsheet, database and other applications software.
- Knowledge of Human Resources Management System.
- Effective attention to detail and a high degree of accuracy.
- Effective communication skills both verbal and written with individuals at all levels of the organization.

- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Ability to maintain confidentiality.