

WorkBC Employment Services – Job Posting

ADMINISTRATIVE/HR COORDINATOR

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Administrative/HR Coordinator
City of the Job	Squamish
Address of the Job	
Job Type	;#Full Time;#Permanent;#Year-round, long-term steady work;#
Availability Requirements	;#Monday to Friday;#8:30-5pm schedule ideally (some flexibility);#
Level / Salary Range	\$20-\$23/hr
Years of Experience	
Position Area	Professional
Date Job Posted	1/9/2019 12:00:00 AM
Application Deadline	2/9/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/office-squamish/ Applications received via email will be redirected to the website.
Job Description	<p>A successful building company has relocated their factory and head office to Squamish and has an opening for a full-time, year-round Administration/HR Coordinator on the team.</p> <p>Ideal for a sharp administrator with excellent people skills who has some experience in Human Resources.</p> <p>Competitive starting wage in the range of \$20-\$23/hr based on experience plus comprehensive extended health benefits.</p> <p>Duties / Responsibilities Include:</p> <ul style="list-style-type: none"> - Be 'the face' of the company, working at reception, dealing with inquiries, greeting guests. - Complete and file applications for permits including preparing blue prints and design documents. - Assist with meetings including note taking, organizing food/beverage. - Coordinate and book travel arrangements for staff. - Assistant to the owners of the company offering administrative support and taking on projects as needed. - Handle sending out packages by courier, arranging calendars for executives, picking up mail from post box and other office administration duties. - Recruit for new employees, create job ads and coordinate interviews.

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	<ul style="list-style-type: none"> - Keep employee records, TD1/TD1BC, deposit information. - Manage employee benefit packages, information, agreements, performance reviews and purchase requests. - Manage apprentice information, updating hours and being the main point of contact for ITA. - Process all WCB claims. - Track employee holidays, stats, & birthdays. - Ordering office supplies. - Payroll – enter time sheet information into Quickbooks Online system and send out pay stubs. - Run weekly HR meeting with all staff. - Employee orientations and on-boarding; creating all employee packages and ensuring they are completed, keep records. - Coordinate staff events.
Accessibility	
Desired Qualifications and Experience	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - Strong organization and administration skills particularly with record keeping and correspondence. - Experience in human resources. - Polite, pleasant manner over the phone and in person. - Construction experience plus basic design and construction knowledge preferred - Ability to understanding construction drawings and work with design software. - Strong computer skills including with Microsoft Office, Word and Excel. - Must be an independent self-starter who can learn quickly and take ownership of projects. - Meticulous and thorough with exceptional attention to detail. - Strong English communication skills including written, spoken and comprehension. - Friendly and helpful attitude. Able to work well in a team setting with a positive, can-do attitude. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Year-round, long-term steady work (no seasonal fluctuations). - Mon-Friday, 8:30-5pm schedule ideally (some flexibility). - Comprehensive extended health benefits. - Starting wage in the range of \$20-\$23/hour. Must have some prior design or construction experience to qualify for the higher wage range. - Equal Opportunity Employer supporting Women in Trades.
Opportunity Type	<p>?</p>