

### JOB POSTING

<b>Job Title:</b>	<b>Human Resources Generalist</b>	<b>Status:</b>	<b>Full time</b>
<b>Location:</b>	<b>New Westminster</b>	<b>Hourly Rate:</b>	<b>\$32.45</b>
<b>Hours:</b>	<b>35 hours/week</b>	<b>Posting #:</b>	<b>24-001</b>
<b>Schedule:</b>	<b>Monday-Friday, 9:00am-5:00pm</b>	<b>Closing Date:</b>	<b>January 14, 2024</b>

---

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

With a main office located in the unceded, traditional territories of the Coast Salish peoples in what is now called New Westminster, this is a meaningful opportunity to join the Human Resources Department an impactful and highly regarded not-for-profit organization that delivers a wide range of programs and services across Metro Vancouver and Victoria, British Columbia.

**We are recruiting a Full-Time, Human Resources Generalist.** Reporting to the HR Director, this position is an integral HR team member that provides support for the consistent flow of day-to-day HR operations and administrative functions including the management of HR data into the existing system. Supports streamlining human resources services including hiring and selection, onboarding, performance, and training administration.

#### **KEY RESPONSIBILITIES:**

- Undertakes the preparation and development of HR correspondence including employment verification letters.
- Acts as a front-line resource for all employee inquiries and actively manages the HR mailbox.
- Responsible for the updating employment records in Dayforce and in the HR file, ensuring complete accuracy, confidentiality and compliance with legislative requirements and accreditation standards.
- Manages the casual management call-in process including updating of seniority lists, employee communication and documentation.
- Works collaboratively with the management team to ensure smooth onboarding for all new staff.
- Maintains a bring-forward process for reappointments, promotions, work notices, probation and salary increase.
- Assists with the development of recruitment and retention strategies.
- Collects all new hire and departing employee documentation, including employment information and resignation letters.
- Works with the Training Manager to ensure training needs are integrated into the annual plan.
- Provides mentoring to the Supervisors around performance related matters.
- Communicates with payroll to investigate and solve payroll issues.
- Prepares human resource and payroll processing such as start, change and termination forms.
- Coordinates with HR team and provides support in drafting job description, creating job postings recruitment and new hire orientation.

- Prepares and analyzes reports monthly, quarterly, annually and completes statistical information.
- Implements projects to achieve the goals and KPIs assigned to the HR Department in conjunction with the Director of HR.
- Performs other related duties as required.

#### **QUALIFICATIONS:**

- Three years of recent related experience in human resources management, business administration or an equivalent combination of training and experience.
- HR designation or equivalent.
- Ability to work independently under general direction, including judgment to manage and prioritize day-to-day priorities.
- Demonstrated commitment to, and considerable experience delivering highly ethical and professional support.
- Ability to exercise substantial discretion and deal with highly sensitive and confidential information.
- Ability to apply policies, procedures, and collective agreement language to routine situations.
- A high level of attention to details, including the ability to process data efficiently and accurately.
- Strong organizational skills and the ability to work under time constraints and with frequent interruptions.
- Strong administrative skills and knowledge of office procedures and filing systems.
- Excellent interpersonal, verbal, and written communication skills and effectively build relationships with directors, employees, and external employment candidates.
- Demonstrates commitment to the delivery of tasks and targets.
- Ability to work well under pressure and handle multiple tasks within stringent deadlines.
- Assists with various HR related projects.
- Experience working in a not-for-profit is an asset.
- Advanced skills using Microsoft office programs and skill managing content using Sharepoint is an asset.

#### **MANDATORY JOB REQUIREMENTS:**

- Evidence of COVID-19 vaccinated status.
- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- A valid driver's license (Class 5) with a satisfactory driving record is an asset.

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to [hr@efry.com](mailto:hr@efry.com) by no later than January 14, 2024 with the subject line HRG 24-001.

**We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.**