

## **HUMAN RESOURCES COORDINATOR**

**Term Position – Anticipated End Date of December 2025**

**Come Work and Play in Campbell River** Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled.

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The City of Campbell River has an opportunity for an emerging Human Resources professional looking to expand their knowledge and experience in this role, and to be part of a team of professionals committed to ensuring we provide the best service, solutions, and guidance on a variety of Human Resources, and Health & Safety matters.

**The role:** Reporting to the Human Resources Manager, the Human Resources Coordinator assists in the delivery of a wide range of professional human resource services to all City employees by providing administrative support and coordination for all human resources, and health & safety programs. We are looking for an individual with a positive, can-do attitude, who is passionate about delivering excellent customer service, and excels at building effective working relationships.

**Our ideal candidate:**

- Diploma in Business or Public Administration, preferably with a focus on Human Resource Management.
- Minimum three (3) years of recent related experience in delivering Human Resources programs and services, preferably within a municipal unionized environment.
- A CPHR designation or working towards the designation is considered an asset.
- Sound knowledge of current Human Resources principles, practices, and procedures.
- Knowledge of and experience in the interpretation and application of collective agreements.
- Highly skilled in Microsoft Office Suite and Adobe Professional software (testing to be conducted).
- Exceptional interpersonal, communication, organizational, time management and planning skills.
- Works well under pressure, has a strong ability to multitask and can effectively manage a diverse and demanding workload.
- Candidates with an assessable equivalent combination of experience, education and training may also be considered for this role.

**What we offer:** For this temporary full-time exempt position, we offer a competitive compensation package which includes a salary range of \$75,300 to \$83,628 commensurate with qualifications and experience, extended health benefits, and vacation of 3 weeks in the 1<sup>st</sup> year and 4 weeks in the 2<sup>nd</sup> year. This position is also eligible for flexible work arrangements which may include a compressed work week or earned day off.

For information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position, please visit [www.campbellriver.ca/employment](http://www.campbellriver.ca/employment)

*Please note: We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.*

**This posting will close on April 21, 2024**

Please send your resume with covering letter, quoting **Competition EXT-24-037** to:



**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.