

HUMAN RESOURCES ASSISTANT Full-Time Auxiliary (Exempt)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

Are you looking to kickstart your career in a dynamic municipal environment? The City of Coquitlam is seeking a motivated and detail-oriented **Human Resources Assistant** to join our team on a full-time auxiliary basis. If you are looking for an opportunity to get your foot in the door within a municipal Human Resources environment, this is the opportunity you are looking for!

About the Role:

As a Human Resources Assistant, you will support various HR functions, focusing on recruitment. Your key responsibilities will include:

- Scheduling candidates for testing and interviews.
- Updating employee and job data records in the HRIS.
- Assisting with benefits, personnel records, compensation, and recruitment inquiries.
- Participating in HR projects and initiatives.
- Handling general administrative tasks like filing and record-keeping.

What We Are Looking For:

We need a self-starter who thrives in a fast-paced environment and loves engaging with people. The ideal candidate will have:

- Strong interpersonal and communication skills.
- Advanced skills in MS Office (Word, Outlook, Excel).
- Excellent customer service and political acumen.
- Attention to detail and accuracy in administrative tasks.
- The ability to maintain confidentiality and uphold our values.

Minimum Requirements:

- Experience with Peoplesoft or a related HRIS, and familiarity with applicant tracking systems.
- Currently enrolled in or holding a degree in Business Administration, Commerce, or Human Resource Management.
- At least 2 years of administrative experience, ideally in HR.
- Experience in a municipal or unionized environment, and/or working towards a CPHR designation is a plus.

Why Join Us?

- Be the face of human resources to new applicants and employees.
- Collaborate with a supportive team and learn from HR professionals.
- Contribute to continuous improvements and process efficiencies.

- Take your HR expertise to the next level with this opportunity, as you will gain invaluable experience in all HR functions, including developing your political acumen.

Application Submission:

To apply, submit your resume and cover letter (combined into one file) through our online applicant portal. In your cover letter, please include:

- Relevant experience with information systems and/or applicant tracking systems.
- Experience managing full cycle recruitments (posting to hiring).
- Knowledge and experience in general administration and clerical duties.
- Related education and experience specific to this position.
- Why you are interested in this auxiliary/temporary full-time opportunity.
- Your detailed availability Monday to Friday.

This is a temporary position with fluctuating hours each week, perfect for individuals with flexible schedules looking to gain long-term experience.

Apply now and take the first step towards a rewarding career with the City of Coquitlam!

What We Offer:

This excluded position has a salary range of \$45.30 - \$49.00 + 12% in lieu. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. This position is based in Coquitlam.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on March 5, 2025.

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