



DISTRICT OF SAANICH  
CORPORATE SERVICES  
HUMAN RESOURCES

## **HR COORDINATOR – SYSTEMS & ADMINISTRATION Temporary Full-Time Position (Approximately 18 months)**

The District of Saanich is the largest municipality in beautiful Greater Victoria, blending both the urban and rural environment and home to approximately 124,000 citizens. Employing more than 1,500 members, our greatest asset is a high performing workforce. We provide a collaborative, dynamic and progressive work environment that consistently attracts top-quality people, allowing them to grow their skills and perform at their best.

Our competitive wages, excellent benefits package, generous pension plan, supportive and inclusive work environment, flexible work program and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

We are currently seeking a Human Resources Coordinator – Systems & Administration to join our HR team. This is a confidential administrative support position where you will be responsible for updating and maintaining Human Resource records, information systems, databases, and processing claims and reports relating to sick leave, leave banks and long-term disability. You will maintain ongoing contact with employees, managers, Payroll and Occupational Health & Safety (OHS) areas, and various other entities and the general public. You will also be required to create various information and statistical reports on a recurring or ad-hoc basis.

You have demonstrated experience carrying out similar duties in accordance with FIPPA and working knowledge of: human resource policies and procedures, employee illness and injury (short and long-term) leave processes and procedures, Employment contracts (e.g. Terms and Conditions of Employment, collective agreements) and associated processes related to the administration of employee benefits, entitlements, leave and compensation. You have a proven ability to prioritize work, solve problems, work independently and as an effective team member. As a subject matter expert in administering the effective operation of the Human Resources Information Management System, accuracy and attention to detail are essential.

As a qualified candidate you have: Grade 12 graduation plus one-year post-secondary course work in a related field such as administration, human resources, pay and benefits, etc., three years of human resources experience in a unionized environment including one year of recent experience (within the last three years) directly working with a human resource information management system and proficiency with MS Office or comparable business software applications. Experience with benefits administration and/or payroll is an asset. Candidates with an equivalent combination of education and experience may be considered.

If this opportunity matches your profile and motivates you, please provide a resume and cover letter outlining your experience, education skillset and how you will bring your team-oriented mindset to complement our awesome HR team.

**The annual salary range for this exempt position is \$78,475 to \$92,300 and an excellent benefits package.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Tuesday, April 15, 2025, quoting competition 25092 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted.

**The District of Saanich is recognized as one of BC's Top Employers for 2025.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca). **We thank all applicants for applying. Only those under consideration will be contacted.**