



City of Dawson Creek – Human Resources Administrator

POSTING DATE:	May 23, 2025
CLOSING DATE:	until filled
SALARY:	\$75,000 - \$86,000 annually
COMPETITION NO.:	2025-42
HOURS OF WORK:	35 hours per week

The Opportunity: The City of Dawson Creek is seeking a highly organized and detail-oriented Human Resources Administrator to join our Employee Services team. Reporting to the Human Resources Manager, this position provides critical administrative and operational support in a broad range of human resources functions in a unionized municipal environment.

This role supports recruitment, onboarding, HR record management, training coordination, and policy implementation. It serves as a key point of contact for staff and management, offering guidance with professionalism, discretion, and confidentiality. If you thrive in a fast-paced, collaborative environment and are passionate about supporting HR operations, we invite you to apply.

Key work areas include:

- Assist with hiring and recruitment, including job postings, interview coordination, and reference checks. Prepare orientation packages and support onboarding of new employees.
- Maintain personnel files and update employee records for new hires, changes, and terminations.
- Collaborate with Payroll to ensure timely updates of employee data and position changes.
- Support workplace investigations, including document organization and meeting coordination.
- Provide advice to managers and staff on HR policies and procedures.
- Draft HR communications, memos, and reports.
- Support labour relations processes related to unions agreements.
- Assist in coordinating municipal functions, meetings, and events.
- Stay informed on HR legislation and recommend policy updates.

Requirements:

1. Completion of Grade 12 supplemented by post-secondary education in HR, Business Administration, or a related field; an HR certificate or diploma is considered an asset.
2. Minimum of two years of administrative experience in HR, payroll, or a related field.
3. Proficiency in Microsoft Office Suite and ability to learn new systems quickly.
4. Excellent organizational, communication, and interpersonal skills.
5. Demonstrated discretion and professionalism in handling confidential information.

Assets (not required):

1. Familiarity with employment legislation, HRIS systems, and unionized environments.
2. Knowledge of municipal operations or public sector governance.
3. Experience with recruitment, onboarding, and labour relations.
4. Working toward or holding a CPHR designation.

This position comes with a competitive benefit package.

Submit your résumé (PDF or Word format) to resumes@dawsoncreek.ca with the job posting name and number in the subject line. Applications will be accepted until the position is filled. Only those selected for an interview will be contacted. Preference will be given to candidates who meet all the stated requirements and possess the listed asset qualifications.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.