



PERMANENT FULL-TIME HR ASSOCIATE

(Competition 25-133)

Position Overview

The City of Nanaimo is seeking a permanent full-time HR Associate. Reporting to the Manager, Human Resources, the HR Associate maintains employee records in the HRIS system and supports the HR Department in benefits and absence administration.

Qualifications

Applicants must have a diploma in Business Administration (with a concentration in Human Resources Management) from a recognized educational institution, along with a minimum of 3 years' related experience including specialization in HRIS systems. An equivalent combination of education and experience may be considered.

Preference will be given to candidates who hold a degree in Business Administration (with a concentration in HR), have experience in a unionized environment and/or HRIS System implementation. CPHR certification or eligibility is preferred.

Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with the salary range of \$85,427.33 to \$90,880.14 as well as a competitive benefits package.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials. To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 25-133 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

Posting Date

Wednesday, October 22, 2025

Application Deadline

Wednesday, November 12, 2025
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406