



PERMANENT FULL-TIME HR COORDINATOR

(Competition 25-134)

Position Overview

The City of Nanaimo is seeking a permanent full-time HR Coordinator. Reporting to the Manager, Human Resources, the primary responsibility of the Human Resources Coordinator is to assist with the City of Nanaimo recruitment function by engaging in the hiring process to support Hiring Managers in a variety of departments for a variety of positions. The Human Resources Coordinator will also provide generalist HR support to the HR Management and Advising team in a number of functional areas, as required, such as temporary employee staffing, labour and employee relations, CUPE job evaluation, training and development, service recognition, and social and wellness events.

Qualifications

Applicants must have a diploma in Human Resources and 3 years' experience in an HR Coordinator role or equivalent, with proven experience recruiting in a unionized environment. An equivalent combination of education and experience may be considered.

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 25-134 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

Friday, October 24, 2025

Application Deadline

Monday, November 17, 2025
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
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