

HUMAN RESOURCES GENERALIST

(FULL-TIME)

Competition #2025-43

November 4, 2025



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in its eight electoral areas and six member municipalities. Stretching from Abbotsford to Boston Bar, the FVRD is one of the fastest-growing regional districts in BC. The Fraser Valley is a great place to work and live with a mix of rural and urban lifestyles and an abundance of recreational opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included.

We're looking for a sharp, self-motivated, organized, and proactive HR professional to fill the position of Human Resources Generalist. The ideal candidate is great with people, comfortable managing multiple priorities and ensuring HR processes stay on track. You'll assist with job postings, interview scheduling, reference checks, offer letters, and sitting in on some interviews. You'll also support onboarding and orientation while overseeing the full lifecycle of employee files. This includes accurately preparing, tracking, maintaining, and updating a variety of confidential HR records, using both electronic filing systems and Microsoft Office. You'll also be responsible for benefit administration and provide administrative support for occupational health and safety initiatives. This role requires someone who can work independently, exercise sound judgment, and handle sensitive information with integrity and discretion. You'll support projects related to training, health and safety, corporate development, and help apply the terms of two collective agreements. If you're ready to bring your energy, attention to detail, and HR expertise to a dynamic team, we'd love to meet you!

The ideal candidate will possess:

- » Post-secondary education or courses/training in Business Administration or Local Government Administration with a focus on Human Resources is desirable plus several years' experience in an administrative position in local government, or an equivalent combination of education and experience.
- » Working knowledge of all legislation and regulatory regimes which are applicable to this position.
- » Excellent computer skills, with a high level of proficiency with Microsoft Office Suite, and the ability to learn new software quickly.
- » Excellent written communication skills which include ability to write clearly, and concisely.
- » Excellent verbal and public relation skills, with the ability to express thoughts and ideas clearly to groups and deal effectively with public officials, the public, volunteers, external agencies and all levels of staff.
- » Demonstrated ability to handle a complex and varied workload in a flexible manner, often under pressure.
- » Ability to work independently, exercise good judgement and effectively handle conflicting priorities.
- » Able to pass a Criminal Records Check.

Grow your career with us in a supportive, collaborative, team-based environment. We offer an earned-day-off program, onsite wellness supports including gym, and strong commitment to lifelong learning through training and professional development opportunities. This exempt position has an annual salary range of \$69,055 to \$79,313 plus comprehensive benefits and municipal pension plan package.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents and FVRD employees, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit www.fvrd.ca/careers to apply for this competition by 4:30 p.m. on November 21, 2025.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.