
HUMAN RESOURCES RECRUITER

DEPARTMENT:	Human Resources	STATUS:	Temporary Full-time (1 year)
NO. OF POSITIONS:	1	UNION:	Exempt
HOURS OF WORK:	37.5 per week, Monday to Friday	SALARY:	\$95,349 to \$105,171 annually + comprehensive benefits

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

We are seeking a Human Resources Recruiter with a passion for recruitment and a strong commitment to diversity, equity and inclusion to join our HR team!

Reporting to the Deputy Director, HR Employee Services, you will be focused on full-cycle recruitment for a range of positions within all departments in collaboration with department managers, staff, and union representatives to foster a positive working environment and promote a culture of service, respect, and engagement. In this role, you will support our City with attracting and hiring the best talent across a variety of professional and technical fields, workforce planning, recruitment outreach and promotion, full cycle recruitment and employee on-boarding/off-boarding and orientation.

Key Qualifications:

- Diploma in Human Resources or a related discipline; a related degree would be an asset.
- Demonstrated experience in recruitment best practices at all organizational levels, as well as within a unionized environment.
- A CPHR designation and municipal or public sector experience are assets.
- Sound knowledge of the standard HR policies and practices, collective agreements, and related employment legislation in order to provide clients with valued advice.
- Passion for equity, diversity, inclusion and openness to learn from other perspectives and experiences.
- Initiative, drive and tenacity to source candidates through direct and indirect sources.
- Demonstrated leadership skills, strong analytical and problem-solving capabilities.
- Superior communication and presentation skills in order to liaise with job applicants and candidates.
- Exceptional relationship management skills in order to build and maintain valued partnerships with managers, employees, and unions and interact effectively with different personalities and working styles.
- Strong organizational, time management and prioritization abilities to effectively manage a demanding and dynamic recruitment portfolio.
- Demonstrated ability to work both independently and within a team environment.
- Ability to maintain and exercise a high degree of discretion and confidentiality.
- Proficiency with Microsoft Office and HR information systems.

What we offer:

- Work-life balance – 37.5 hour work week, vacation, secondary leave, an optional compressed day off program, and optional hybrid work schedule
- Health, wellness and engagement – extended health, dental, life insurance benefits, paid sick leave plan, plus other wellness-focused and engagement programs and benefits
- Retirement benefits – including mun p development, and education development program.

Apply online with your resume and cover letter in one document at
www.newwestcity.ca/employment **by July 3, 2026.**

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*