Human Resources Coordinator

The City of Campbell River is seeking an experienced **Human Resources Professional** to join our team.

Naturally, Campbell River – *Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.*

The role: Reporting to the Human Resources Advisor, the Human Resources Coordinator provides administrative and coordination support for a broad range of HR services, including recruitment, onboarding, benefits administration, HR records, job descriptions, training coordination, HRIS support, and reporting. The position also assists with health and safety administration, including disability claims tracking, WorkSafeBC-related coordination, safety training, communications, and onboarding support. Please see the job description for more information on this role.

HR Coordinator Job Description

What we offer:

- **Employment Status:** This is a permanent, full-time position with a 35-hour work week.
- **Competitive compensation:** Salary range of $80,992 to 89,913, commensurate with experience.
- **Attractive Vacation Package:** 6 weeks in your 1st year, increasing to 7 weeks at the start of the 2nd year.
- **Comprehensive benefits package**: Extended health and dental coverage, a defined pension plan, life insurance, long-term and short-term disability coverage.
- **Work Life Balance:** This is a fully on-site role (no remote or hybrid options available) which is eligible for our Flexible Work Options Program.
- **Meaningful Work:** Opportunity to work with a collaborative, supportive, dynamic team, where your ideas matter and your contributions make a difference.

Our ideal candidate: You are a service-oriented and highly organized HR professional with exceptional attention to detail, sound judgment, and a collaborative approach to supporting employees, managers, and the organization. You thrive in a fast-paced environment, confidently coordinating a broad range of HR activities while balancing competing priorities. Known for your professionalism, discretion, and commitment to accuracy, you build trusted relationships and deliver responsive, high-quality service.

Qualifications:

- Diploma from a recognized educational institution in Business or Public Administration, preferably with a focus on Human Resource Management.
- Ongoing professional development in relevant areas.
- Minimum three (3) years of recent related experience in delivering Human Resources programs and services, preferably within a municipal unionized environment.
- Must possess and maintain a valid Class 5 Driver's License, and produce and maintain a clean driver's abstract, as per City policy.

Preferred Criteria:

- Local government administration training or experience.
- Chartered Professional in Human Resources (CPHR) designation (or working towards).
- Member in good standing with CPHR BC & YK, or other professional association.

Posting closing date: Tuesday, December 8, 2026
Posting number: 26-060-3
To apply: Click on this link: https://smrtr.io/CS_Dh

Please Note: We will be contacting applicants who meet our requirements as applications are received.

When you apply:
You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

Questions about this position? Email careers@campbellriver.ca

City of Campbell River

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