



WHISTLER COMMUNITY  
SERVICES SOCIETY  
"A Helping Hand Toward A Healthy Community"

# Whistler Community Services Society

## WHISTLER COMMUNITY SERVICES SOCIETY HR Administrator Job Description

**JOB STATUS:** Permanent, Full-time

**SALARY:** \$30-34 per hour

**REPORTS TO:** Executive Director

**BENEFITS:** Eligible for Full-time benefits @ 100% employer paid after 3 months

**HOURS/WEEK:** 32-40 hours/week

**SPECIAL REQUIREMENTS:** Criminal Record Check

### Role Overview

Reporting to the Executive Director, this full-time (32 hours per week) Human Resources (HR) Administrator will create and maintain an HR department to support the WCSS employees. Duties include supporting recruitment, on-boarding, payroll/benefits support, performance management guidance, health and safety.

### Role Responsibilities

- Create and maintain Human Resources programs aligned to the WCSS culture and strategic priorities.
- Support the management on recruitment including job descriptions, job postings, interview process, reference checks and employment contracts.
- Manage the on-boarding for all new staff and oversees completion of all new hire paperwork and documentation.
- Lead the Occupational Health & Safety function to ensure employees are following WorkSafe BC guidelines and safety protocols. Lead the OHS committee and assist with return-to-work programs as required.
- Support management on employee performance management including on-going feedback, performance review process, development and management of a recognition program and discipline and/or termination, if needed.
- Assist in employee training and/or securing external training for employees.
- Main liaison between staff and Manager of Finance for all payroll and benefits related questions, concerns or changes.
- Supports the tracking and management of vacation and employee leaves.
- Ensures process improvement and efficiencies with all HR programs.
- Back up for payroll and benefits administration.
- Along with Manager of Finance, manages all personnel files.

### Required Experience and Qualities

*WCSS mission is to provide programs and services that support social sustainability in Whistler.*





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- Diploma or degree in Human Resources or related field.
- Minimum 2-3 years of work experience in human resources.
- Previous experience with WorkSafe BC and/or workplace safety.
- Good working knowledge of BC Employment Standards and human rights legislation.
- Able to take initiative, own projects from beginning to end. A knack for identifying and implementing process efficiencies.
- Proven ability to maintain confidentiality and privacy.
- Able to manage multiple projects and tasks and priorities effectively.
- Strong relationship builder. Is able to build and maintain high degree of trust with all staff.
- Adaptable to organizational changes and priorities.
- Strong skills in Microsoft word, excel, outlook and power point.
- Criminal Background Check required.

## To Apply:

Please send your cover letter and resume to [jackie@mywcss.org](mailto:jackie@mywcss.org) by April 22nd. We thank all applicants who apply, however, will only be contacting those shortlisted for an interview.

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