



HR Administration

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The HR Admin is a key position that requires a positive, enthusiastic individual who will provide assistance to the HR/Payroll Coordinator.

Duties and Responsibilities:

- Creating and publishing job postings, screening resumes, scheduling interviews and conduct reference checks and criminal checks and issuing employment letters for new hires.
- Facilitate the onboarding process for new employees (e.g. onboarding documentations, orientation trainings on employee policies and benefits)
- Creating and maintaining accurate and up to date employee record, including personal information, employment history (personnel changes, termination etc.), leave management (vacation, sick balances) and employee credentials and certifications.
- Conduct exit interviews and provide insights on trends and improvements.
- Assisting with training catalogue creation and job specific training requirements.
- Assisting with department/ organisation-wide training programs or initiatives.
- Assisting with payroll processing.
- Assisting with employee benefits including enrolment, changes, and termination of group health and group RRSP/TFSA benefits.
- Assisting with related HR/ Payroll reports, such as standard payroll reports, financial reports, WCB reports, ECEWE reports and etc.
- Serving as a point of contact for employee's inquiries, answer HR related questions, provide HR support to the department if required.
- Assisting to complete WCB, Service Canada or CRA's forms or inquiries.
- Providing support with other assigned duties and projects as required.

Qualifications:

- Degree or diploma and/or accreditation in business administration/accounting/ Human Resources or equivalent work/education experience.
- Excellent computer skills and advance level of Excel and Microsoft Word.



SOUTH HOUSE: 4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 info@burnabynh.ca
NORTH HOUSE: 4908 Hastings St. Burnaby, BC V5B 1P6 P: 604-294-5444 northinfo@burnabynh.ca
BRENTWOOD: 2055 Rosser Ave. Burnaby, BC V5C 5Y1 P: 604-299-5778 info@bbysservices.ca

www.burnabynh.ca



- Must be detail-oriented and accurate with an aptitude for working with numbers
- Knowledge and experience with organizational policies and HR procedures and understanding of BC Employment Standards
- Excellent organizational skills and experience with maintaining office systems
- Ability to work in a busy work environment.
- Ability to work independently and as part of a team.
- Experience working in a community-based organization an asset.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- First Aid certification or willingness to obtain.

Accountability: This position reports to the Human Resources and Payroll Coordinator

Hours of Work: 20 hours per week

Pay Rate: \$24.52/hr. Extended Health benefit package (after 3 months)

Deadline: Until position is filled

Start Date: As soon as possible

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

To apply please email resume to: simoneg@burnabynh.ca

No phone calls please

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