



Employment Opportunity HR Administration

Summary of Job Description

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs.

The HR Administration position provides administrative and operational support to the HR& Payroll team in the delivery of overall human resources functions. This role assists with day-to-day HR activities including employee onboarding, record management, recruitment support, policy administration, and coordination of training and training development programs. The position works collaboratively with the HR& Payroll team and management team to ensure HR processes are well organized, documented, and aligned with organizational and funding requirements.

Duties and Responsibilities:

HR Administration Support

- Support employee onboarding, including orientation to HR policies and procedures.
- Maintain employee personnel files and documentation.
- Assist with recruitment administration such as job postings and interview coordination.
- Assist with development and maintenance of job descriptions.
- Support communication of HR policies, procedures, and internal updates.
- Provide general HR& Payroll administrative support as required.

Training & Development

- Coordinate and administer training and development programs, including new-hire onboarding, internal training sessions, and tracking employee participation and completion.
- Assist in identifying training needs in collaboration with supervisors and management.
- Track employee participation, attendance, and completion of training programs.
- Maintain accurate and up-to-date training records and databases.

Qualifications:

- Diploma or degree in Human Resources, Training & Development, Business Administration, or a related field, or equivalent combination of education and experience.
- Minimum 2 years of hands-on HR administration experience within a Canadian workplace environment, including support for employee training and development programs.
- Demonstrated experience coordinating internal training sessions, onboarding activities, and maintaining accurate training and compliance records.
- Experience supporting day-to-day HR functions such as employee file maintenance, recruitment administration, and policy documentation.



- Strong organizational and administrative skills with the ability to manage multiple priorities and deadlines.
- Excellent attention to detail with strong record-keeping and documentation skills.
- Proficiency in Microsoft Excel and Word; experience with HR tracking systems is an asset.
- Ability to work independently and collaboratively in a busy work environment.
- Experience working in a community-based or non-profit organization is an asset.
- Knowledge and awareness of diversity, equity, and multicultural workplace practices.

Hours of Work:

- 20 Hours per week
- Position is a one-year contract subject to extension based on available funding

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

Hours & Pay rate:

- **\$23.17 – \$24.58 (dependent on experience)**
- Extended Health benefit package (after 3 months)

Deadline: February 28, 2026

Start Date: ASAP

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