



DISTRICT OF TUMBLER RIDGE

JOB OPPORTUNITY

Specialist, Human Resources

Competition # 2022-24

About the Role

Reporting to the Director, the Human Resources Specialist will be responsible to maintain employee records and will monitor human resources related documentation to ensure accuracy and consistency. This role will provide advice to employees and managers on the interpretation of human resources policies, compensation and benefit programs, Employment Standards, and the collective agreement. The role will also assist the Director with other functions including Full-Cycle Recruitment, New Hire Orientation, Employee Relations, Training & Development, Benefit Administration, and Wellness Programs (Disability, Return to Work, and Workers Compensation, etc).

What you bring:

- A degree in Human Resources, Business or Public Administration or a related field;
- Professional Designation as Certified Human Resources Professional (CHRP);
- Three (3) years of related experience;
- Demonstrated understanding, knowledge and progressive experience in Human Resources Management;
- Equivalent combinations of experience and education will be considered.
- **Trainee/Intern Option:** The District welcomes applications from individuals who do not currently meet the knowledge, skills and ability requirements, but are passionate about people and organizational support and are committed to professional development.

A detailed role description can be found at <http://www.districtoftumbleridge.ca/Town-Hall/Employment-Opportunities>

Working with the District of Tumbler Ridge

Council is committed to excellence in government that reflects our citizen's interests, values and goals. We will strive to deliver quality services in a proactive and responsive manner while ensuring our objectives are clearly communicated by our citizens. We will strive to strengthen and diversify our economy by balancing public safety, industrial development, environmental responsibility and sustainability.

What we offer

- A work environment where safety is our core value;
- Competitive compensation will commensurate with experience;
- Health Benefits and Pension;
- Work schedule including 37.5 hours per week; and
- Equal opportunity, diverse and inclusive workplace.

Applicants close at 12:00pm on September 2, 2022. Please forward resume to:

Human Resources Department
District of Tumbler Ridge
P.O Box 100
Tumbler Ridge, BC, VOC, 2W0
Or by email: hrcoordinator@dtr.ca

While we appreciate all applications, only those selected for further consideration will be contacted.