



CAREER OPPORTUNITY

Human Resources Administrator

ABOUT THE JOB

The Human Resources Administrator is a central member of the CMHA Human Resources team. This is a dynamic and challenging role that is ideal for an individual who is service oriented, technology and system savvy, and has a keen interest in growing their HR skills while working with a cohesive and supportive team. The role reports to the Director of Human Resources.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Ensure employee and organization documents are uploaded into Payworks software system.
- Prepare and maintain employee electronic files.
- Respond to employees' general queries about HR-related issues.
- Ensure all employee documentation and administration changes are completed and accurately processed.
- Produce, update and maintain regular HR reports.
- Work closely with the Human Resources and Payroll team.
- Primary point of contact in the administration of employee benefits including active communication with our benefits providers.
- Perform other HR duties as required.

The HR Administrator ensures smooth and efficient delivery of HR processes by supporting administrative operations in the areas of staffing, performance management, absence management, training, benefits administration, employee files and documentation etc.

ABOUT YOU

The successful candidate will bring good knowledge of HR processes, labor law and a reasonable exposure to HR practices. Preference is given to those with HR qualifications or a combination of education and experience. Must be able to demonstrate good interpersonal relationship skills, oral and written communication, attention to detail, ability to research and good MS Office skills.

Qualifications & Experience

- Completion of a post-secondary degree/diploma in Human Resources Management and/or equivalent experience.
- 1-3 years directly related experience.
- Well-developed administrative/management skills to organize, and administer human resources functions.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands.
- Professional written and communication skills with proven ability to communicate effectively with staff, and benefit providers.
- Superior skills in Word, Excel, PowerPoint and electronic filing systems.
- Some experience working in a HR management and Payroll software is required.
- Superior organizational skills that reflect the ability to perform and prioritize multiple tasks.
- Ability to work effectively both independently and as part of a team.
- Demonstrated ability to meet deadlines in a fast paced environment.
- Previous work in unionized non-profit organizations is an asset.
- Open to receive direction and feedback.

Working Conditions

- This position is located at CMHA BC Division offices in downtown Vancouver. Due to COVID-19, working from the office is voluntary at this time and the work might be completed remotely.

- This is a part time casual position with a usual workweek schedule of 15 hours.
- Most work is accomplished during usual 8:30 am to 4:30 pm business hours.

The Human Resources Administrator is an excluded role subject to the compensation reference plan of Health Employers Association of BC. This is a casual part time position with a start date of November 20, 2020.

HOW TO APPLY

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to cmha.careers@cmha.bc.ca by 5 p.m. Friday November 13, 2020. We regret that only short-listed candidates will be contacted to schedule an interview.

ABOUT US

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.