

Job Title: **Coordinator, Workforce Deployment**

Department: Workforce Operations

Reports to: Manager, Workforce Deployment

Summary

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.


Reporting to the Manager, Workforce Deployment this role will support the Workforce Deployment Team by fulfilling a variety of duties, including, but not limited to, working with contractors to submit requests for employees and permit requests, data entry and tracking as well as other duties as required.

Essential Duties & Responsibilities

- Review employee requests and coordinate with contractors and subcontractors to ensure they are detailed, accurate and submitted in accordance with the CBA and signed Contractor Agreement(s)
- Accurately update and maintain required tracking data across multiple processes
- Coordinate with multiple internal departments and ensure correct processes and protocols are followed
- Assist with processing and tracking permit applications from contractors
- Support the onboarding process of CBA Employees
- Other duties as required to support the Workforce Deployment Team and Workforce Operations.

Desired Skills & Qualifications

- Proficient with Microsoft Excel, Word, Outlook and Adobe Acrobat
- Organized, strong attention to detail.
- Self-motivated, proactive individual comfortable with multi-tasking
- Flexible and adaptable with the ability to work collaboratively in a team environment or alone
- Knowledge of basic coding an asset
- Ability to communicate with multiple external stakeholders, partners, employment candidates and employees
- Must possess strong written and oral communication skills
- Experience with JIRA an asset



**Education &
Experience**

- At least 3 years experience in an office environment
- Experience with construction industry/trades is an asset
- Experience with dispatching an asset
- A connection to or experience in working with Indigenous communities within BC is an asset.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to jobs@bcib.ca