

<b>Job Title:</b>	<b>HR Generalist</b>
<b>Department:</b>	Human Resources & Corporate Services
<b>Reports to:</b>	Manager, Human Resources & CEO's Office Support

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**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 peoples, 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, Human Resources & CEO's Office Support, the HR Generalist is responsible for managing the day to day functions of the HR department. This role will ensure compliance with HR policies and procedures, provide support to staff on employee related issues, and respond to questions from all levels of staff. In addition, the HR Generalist will support the HR Manager with recruitment and selection, provide onboarding materials to new employees, liaise with other departments such as payroll and operations to resolve issues, and work with leadership to achieve continued quality improvement in HR practices

This role will support with corporate services needs, including coordinating corporate travel, and providing oversight of the Corporate Office.

**Essential Duties & Responsibilities**

- Serve as the initial employee point of contact to resolve employee queries and/or issues.
- Responsible for organizing and maintaining employee records
- Responsible for scheduling and delivering orientation and other training programs
- Assist HR leadership with formatting HR policies, procedures and manuals.
- Process and monitor all HQ employee tickets via JIRA and Oracle CRM
- Administer workforce onboarding, termination and employee changes through the JIRA, Salesforce and TELUS CRM system, and monitor tickets related to these items.
- Support the Manager, HR in recruitment and resource planning including screening interviews, reference checks, offer letters and other related items.
- Manage the effective administration of corporate employee benefits including organizational enrolment, plan changes, employee communications, employee enrollment, change requests and terminations.

- Maintain record of employee vacation and leaves (Sick leave, Short Term Disability, Long Term Disability, Special Leaves).
- Provide recommendations to the Manager, Human Resources and CEO's Office Support for improvements to programs and/or training for employees.
- Assist with the development of Employee Engagement programs and activities, including employee engagement survey development, evaluation, and improvement initiatives.
- Work closely with the Product Owner to implement approved changes to the Workforce Management System (WMS)
- Oversee training delivery of new processes and changes to the WMS.
- Maintain professional, collaborative working relationships with both internal and external stakeholders and vendors.
- Prepare agendas, meeting notes, and presentations as needed.
- Support with office administrative responsibilities as required.

**Desired Skills & Qualifications**

- A self-motivated professional with a high level of initiative, a sense of urgency, and a strong sense of leadership.
- Demonstrated knowledge of provincial and federal employment law
- Experience working with unionized employees.
- Ability to establish and maintain effective, professional, collaborative working relationships with staff at all levels of the organization.
- Excellent organizational skills, with the ability to prioritize important projects
- Proficiency with data entry and high attention to detail
- Strong phone, email and in person communication skills
- Excellent with Microsoft Excel, PowerPoint, Word, and Outlook.
- Excellent planning and organizational skills; proven ability to work in a fast-paced work environment.
- Strong document control knowledge and experience
- Proven ability to handle highly confidential information with discretion and tact.

**Education and Experience**

- Degree in Human Resources, or related equivalent
- 3+ years' experience in a HR related role
- Experience with document management systems
- Experience with format and document proofreading
- Experience in government and or crown corporations is an asset
- Experience working with Salesforce 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](mailto:jobs@bcib.ca)

**Application Closing Date:** February 4, 2022