

Job Title: Human Resource Agent (Level 1)

Department: Human Resources & Corporate Services

Reports to: Manager, Human Resources & CEO's Office Support

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, Human Resources & CEO's Office Support, the Human Resource Agent (Level 1) is responsible for the daily CBA HR functions of the department, including managing and monitoring employee tickets in JIRA, Salesforce and TELUS CRM system, processing employee's lifecycle documentation and coordinating HR queries from CBA and the Workforce Operations team.

Essential Duties & Responsibilities

- Administer workforce onboarding, termination and employee changes through the JIRA, Salesforce and TELUS CRM system in an accurate and timely manner, and monitor tickets related to these items.
- Respond to worker enquiries and resolve issues in a timely and professional manner.
- Responsible for tracking and monitoring issues
- Ensure all employee records are maintained and updated.
- Provide recommendations to the Manager, Human Resources and CEO's Office Support for improvements to programs regarding Workforce Employees.
- Assist with formatting and editing documents, templates, how to guides and presentations.
- Responsible for monitoring the Corporate Info Line and responding to queries within the allotted timeframe.
- Assist with other Workforce HR duties 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.
- 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 & Experience

- High school diploma or equivalent - Relevant degree or diploma preferred.
- 1-2 years' experience in an administrative role supporting a small to mid-size organization with skills in HR and Administration.
- Proven HR administration experience is an asset.
- 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 a PDF version of your resume and cover letter to jobs@bcib.ca

Application closing date: February 4, 2022