

# Human Resources Advisor

The Kootenay Coop is seeking an entry-level HR Advisor to support the full employee lifecycle in a values-driven, member-owned Co-op. Reporting to the HR Director, this role partners with leaders and employees to provide practical, confidential HR support across recruitment, employee relations, payroll and benefits, policy administration, and legislative compliance.

This is an excellent opportunity for someone early in their HR career who is eager to learn, build foundational experience, and develop their skills over time within a supportive and collaborative environment. The role is hands-on and well suited to an individual who enjoys balancing operational HR work with relationship-building, learning, and continuous improvement.

## Key Responsibilities

### Recruitment & Hiring

- Coordinate end-to-end recruitment from postings to offers
- Partner with hiring managers to ensure fair, consistent hiring practices
- Maintain recruitment records and documentation

### Onboarding & Offboarding

- Coordinate new hire onboarding and orientation
- Support offboarding and employee transitions
- Ensure system access and documentation are completed accurately

### Employee Relations & Performance

- Act as a trusted HR resource for employees and leaders
- Support performance management processes
- Assist with workplace concerns, conflict resolution, and investigations

### Payroll & Benefits

- Coordinate bi-weekly payroll and liaise with external providers
- Administer benefits and support annual renewals
- Assist with disability leaves and return-to-work processes
- Provide backup payroll support as needed

### Health, Safety & Workers' Compensation

- Support occupational health and safety compliance
- Participate in JOHSC and safety initiatives
- Assist with WorkSafeBC claims and documentation

### **Training, HR Administration & Compliance**

- Coordinate training programs and track certifications
- Maintain accurate employee records and HR documentation
- Review and update HR policies and procedures
- Support compliance with employment legislation

### **Qualifications**

- Post-secondary education in Human Resources or equivalent experience (1-3 years)
- Strong knowledge of employment standards and occupational health and safety legislation
- Strong multitasking skills, with the ability to track details, balance competing priorities, and follow work through to completion
- Excellent communication, organizational, and interpersonal skills
- High level of confidentiality and professionalism
- Proficiency with Microsoft Office
- Payroll and benefits administration experience is preferred

### **Working Conditions**

- 32–40 hours per week with flexibility during key business hours
- Primarily office-based with regular interaction across operational areas
- Occasional evenings, holidays or weekends as required

### **Compensation**

This position offers a salary range of \$50,000–\$60,000 annually, commensurate with experience, along with a competitive total rewards package. This includes extended health coverage, staff discounts, RRSP contributions, profit sharing, holiday bonus, paid vacation with growth over time, and a supportive, values-driven workplace.

### **Equity, Diversity & Accessibility**

We are committed to building an inclusive workplace that reflects the diversity of our community. We welcome applications from all qualified candidates and are committed to equitable hiring practices.