



Internal/External Employment Opportunity

Human Resources (HR) Generalist

Vancouver Head Office location

POSITION: Human Resources Generalist

DEPARTMENT: Executive Office

POSITION FUNCTION:

Reporting to the Senior Manager, the **HR Generalist** is responsible for the administrative support of day-to-day HR operations and programs and other ad-hoc tasks and projects.

Duties and expectations may include:

❖ **Total Rewards**

- Group benefits administration: process enrollments, terminations, status, or plan changes
- Accommodations and leaves
 - track/record leaves and return to work dates
 - Prepare biweekly benefit premium adjustment calculations to reflect changes
 - Liaise with payroll staff and supervisors regarding employees' leaves and benefits
- Assist with salary determinations and preparation and submission of salary surveys

❖ **Communication**

- Be the main contact for general HR inquiries or requests, answering questions or forwarding them as appropriate
- Conduct job analyses to create/update job descriptions and identify job competencies
- Keep internal HR forms up to date
- Provide HR-related support to MOSAIC's employees
- Communicate plan-related information, materials, and notices to employees
- Assist with HR communications (emails to all staff, announcements, internal newsletter, and upkeep of the HR section on Connect, etc.)

❖ **Risk Management**

- Read, understand, apply, and help review MOSAIC's HR policies from a risk perspective
- Assess and mitigate risk in consultation with supervisor while performing all duties Refer to legislation (e.g., Employment Standards, employment law, Human Rights Act, etc.) and current HR practices and policies
- Tracking work permits and criminal record checks

❖ **Engagement**

- Assist with annual Employee Surveys
- Participate in Exit Interviews
- Assist in creation and facilitation of employee Recognition Programs
- Participate in Wellness Programs and the Wellness Committee

❖ **Financial**

- Review monthly invoices from carriers for any adjustments and/or discrepancies

- Conduct monthly benefit premiums reconciliation and submit report
- Administer annual review of employee benefit-plans and rates, for verification with the benefit carriers
- Prepare, code, and record invoices, cheque requisitions, etc. for payment
- ❖ **HRIS/ HR data and reports**
 - Monitor status/contractual changes for the impact on their benefit entitlements and eligibility
 - Create/run HR reports
 - Enter and update data in HRIS software: new hires, criminal record checks, performance evaluations, work permits, employee positions, status changes, etc.
- ❖ **Employee documents Administration**
 - Maintaining and tracking of Employee Contracts, performance evaluations, job descriptions, personnel files, criminal record checks, and work permit expiry
 - Draft Employment Verification Letters

QUALIFICATIONS:

- Post secondary degree, certificate, or diploma in HR, and/or relevant experience
- Knowledge of HR, Employment Standards Act, Human Rights Legislation, Employment Law, Employee benefits, and disability management
- Basic accounting, mathematical, problem solving, and analytical skills
- Excellent interpersonal and English communication skills
- Possess cultural sensitivity and is tactful, discrete, diplomatic, patient, and flexible
- Able to work independently and with a team
- Organized and able to set priorities and meet deadlines
- Able to take initiative and interact with staff at all levels
- Experience using payroll/HRIS software
- Preferred Skills/Abilities: MS Office suite, publishing software, databases, HRIS
- Experience working with immigrant population and/or people from diverse backgrounds is an asset

HOURS:

This is a full-time position (35 hrs per week)

STARTING PAY:

Annual salary commensurate with the level of experience and qualifications

A competitive benefits package is provided with contracts of at least 1 year in length and which offer a minimum of 17.5 hours of work per week.

RESUMES TO: human.resources@mosaicbc.org

Please reference “**Your Name – HR Generalist**” in the subject line of your application and submit via email (Word / PDF format). No telephone calls please.

Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

DEADLINE TO APPLY: Until filled

POSTING DATE: September 21, 2021



MOSAIC is committed to promoting equal employment opportunities for all members of the community