



K'awat'si Economic Development
General Partner Corporation
(KEDGPC)



Human Resources Coordinator – K'awat'si Economic Development Corporation Port Hardy

Chemistry Consulting is pleased to partner with the K'awat'si Economic Development Corporation (KEDC) to search for a creative and enthusiastic **Human Resources Coordinator** who enjoys working in the hospitality industry. KEDC operates thriving businesses with a focus to Indigenous heritage. With two hotels and initiatives in tourism, construction, fisheries, forestry and transportation, the organization is tasked with creating, operating and supporting businesses that will be profitable, environmentally sustainable and culturally significant.

Port Hardy is a place of history, beauty and the great outdoors. The Port Hardy mantra is “Step into nature and leave all the rest behind”. Immerse yourself in this wonderland of nature and experience all that the north of Vancouver Island has to offer.

Reporting to the CEO, the Human Resources Coordinator provides advisory services in all human resources functions including recruitment, employee relations, health and safety, compensation and benefits, performance development, training and development, and policy development.

Duties and Responsibilities

- Manage and serve as the first point of contact on Human Resource policies and procedures and benefits programs and ensure adherence to employment related laws.
- Coordinate the recruitment and onboarding process, ensuring that candidates are the right fit for the organization and are properly supported in their work.
- Work with managers to identify position requirements and actively promote opportunities within the regional communities.
- Assist in addressing employee issues/complaints in a timely manner.
- Keep current on applicable compliance and regulations. Maintain records in accordance with the legal requirements.
- Support payroll processes as required.
- Ensure that employees receive the reinforcement of training needed to understand expectations and job responsibilities
- Assist in coaching managers on effective ways to motivate the team and maximize employee engagement.



Kawatsi Economic Development
General Partner Corporation
(KEDGPC)



Skills and Qualifications

- Two years of related experience in Human Resources.
- Bachelor's Degree in a related field and/or Diploma in Human Resources.
- Ideal candidates will have a CPHR designation.
- Previous experience in Benefits Administration and Training preferred.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Strong computer skills.

In order to be considered for this significant opportunity please submit a resume and cover letter which clearly outlines your relevant experience by **Friday, May 3, 2019.**

We would like to thank you for your interest in this opportunity, however; only those selected for further consideration will be contacted.