

Human Resources/Payroll Coordinator (Temporary Full-Time | 15mth. Maternity Leave)

Quest University Canada seeks a full-time (30hrs/week) Human Resources/Payroll Coordinator for a maternity leave contract starting in June 2021 to August 2022. The Coordinator will be responsible for a broad range of human resources administrative duties and support in areas such as data base and records; communication tools and resources; benefits; payroll; onboarding and training; occupational health and safety; policies and procedures; and employee engagement initiatives. The Human Resources/Payroll Coordinator serves as a resource for employees and contributes to the attainment of specific goals and results of the human resources office and overall Quest strategic goals.

QUALIFICATIONS:

- Post-secondary education in human resources, business administration or other related field.
- A minimum 3 years of human resources experience.
- Knowledge of human resources policies, processes, and best practices, and government legislation.
- Experience processing payroll.
- Strong knowledge of Microsoft Excel and ability to create and maintain complex spreadsheets and reports.
- Clear, precise and effective oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Ability to exercise discretion, use independent judgment, and maintain confidentiality.
- Effective and engaging training and presentation skills.
- Strong ability in Microsoft Office and experience with human resources databases and HRIS systems (e.g. Payworks).
- Experience with Occupational Health & Safety and coordinating claims with WorkSafeBC.
- Experience processing payroll (the Assistant will be responsible for payroll in the absence of the Accounting Supervisor).
- Knowledge processing work permits considered an asset.
- Excellent time management skills and demonstrated ability to meet deadlines in an organized manner.
- Familiarity with resume databases, online communities, and social media recruiting an asset.
- An awareness and knowledge of Quest University Canada.

Quest is an independent, not-for-profit liberal arts and sciences university that opened its doors 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-

wide recognition. Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at www.questu.ca.

Note: Due to the Covid-19 pandemic, the successful candidate may be expected to work remotely until Quest deems it safe for employees and students to return to campus.

To Apply: Email a cover letter and your resume in pdf format to human.resources@questu.ca

Closing date: April 16, 2021

Start date: May 31, 2021

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***