



# PERMANENT FULL-TIME HR ASSOCIATE

(Competition 22-15)

## Position Overview

The City of Nanaimo is seeking a permanent full-time HR Associate. Reporting to the Manager, Human Resources, the HR Associate maintains employee records in the HRIS system and supports the HR Department in various functional areas, including recruitment and selection, training and development, job evaluation, and performs project work as required.

## Qualifications

Applicants must have a Diploma in Business Administration (with a concentration in Human Resources Management), a minimum of 3 years related experience including specialization in HRIS systems such as SAP and a satisfactory Criminal Record Check. CPHR certification or eligibility is preferred and a Degree in Business Admin (with a concentration in HR), experience in a unionized environment and/or HRIS System implementation would be an asset.

This is a salaried position, based on a 35 work week, and relocation assistance may be provided to the successful applicant.

The City has implemented a COVID-19 vaccination policy in an effort to boost BC's vaccination rates and keep our employees safe. All new hires will be required to provide proof of full vaccination prior to commencing employment.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 22-15 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

## Discover What's Possible

Situated between the mountains and the ocean, on the east coast of Vancouver Island, the City of Nanaimo is centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

### Posting Date

Tuesday, January 25, 2022

### Application Deadline

Wednesday, February 9, 2022  
4:30 p.m.

### Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
Nanaimo, BC V9R 5J6  
Phone: (250) 755-4406  
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