



TEMPORARY FULL-TIME HR ASSOCIATE

(Competition 25-123)

Position Overview

As a result of an ERP system implementation project, the City of Nanaimo is looking for a temporary HR Associate to provide assistance to our HR Office. The HR Associate maintains employee records in the HRIS system and supports the HR Department in various functional HR areas such as benefits and absence administration, recruitment and selection, training and development, and job evaluation. Preference will be given to candidates with experience in maintaining complex HRIS systems in a unionized environment.

Qualifications

Applicants must have a Diploma in Business Administration with a concentration in Human Resources Management from a recognized educational institution and a minimum of 3 years' related experience including specialization in HRIS systems. An equivalent combination of education and experience may be considered. CPHR certification or eligibility is preferred.

Additional Information

This is a temporary full-time exempt position offering 35 hours of work per week, with the salary range of \$85,427.33 to \$90,880.14. It is anticipated that this vacancy will be up to 6 months in duration. The length of the assignment may be extended based on performance and project demands.

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 referencing the specific competition 25-123 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 that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

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

Thursday, October 2, 2025

Application Deadline

Monday, October 20, 2025
4:30 p.m.

Contact Information

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