

CITY OF NANAIMO
THE HARBOUR CITY
HUMAN RESOURCES

PERMANENT FULL-TIME
HUMAN RESOURCES ADVISOR

(Competition 26-119)

Position Overview

The City of Nanaimo is seeking a permanent full-time Human Resources (HR) Advisor. Reporting to the Manager, Human Resources, the HR Advisor combines a generalist human resources role with specialist responsibilities in a defined area (i.e. respectful workplace). Working collaboratively within the HR team, the HR Advisor provides human resources support in numerous areas including recruitment, labour and employee relations, job evaluation, training and development, HR projects, and other related functions.

Qualifications

Applicants must have a diploma in Human Resources or Business Administration and 5 years' related experience in Human Resources, including experience with recruitment, labour and employee relations and providing advice to management in a complex unionized environment. An equivalent combination of education and experience may be considered.

Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with the salary range of $116,830.80 to $124,288.09 as well as a competitive benefits package.

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 26-119.

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 you are 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 hybrid remote work programs and vacation credit for municipal service.

Posting Date
Monday, September 28, 2026

Application Deadline
Open until filled

Contact Information
Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
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