



## We are hiring a Human Resources Manager

Regular excluded full-time position (35 hours per week) based in Squamish

Sea to Sky Community Services (SSCS) is one of the largest non-profit organizations in the Sea to Sky Corridor, operating for over 42 years. We provide more than 40 programs that are building healthier communities in pursuit of our vision, for all individuals in the Sea to Sky Corridor to have opportunities to grow, develop and lead meaningful lives.

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

The Manager, reporting to the Director of Human Resources, recruits, interviews, hires, and trains new staff. Oversees the daily workflow of the department. Provides constructive and timely performance evaluations. Handles discipline and termination of employees in accordance with company policy.

The Manager provides leadership and direction to SSCS employees ensures that programs and services are provided in alignment with the agency's Vision, Mission, Values and Strategic Directives.

The Manager is a contributing member of the SSCS Management Team.

This position assists to promote a positive, vibrant and healthy workplace culture.

### **Education/Experience**

- A diploma in Human Resources or related field.
- Two years recent related experience in human resources/administrative experience.
- Or an equivalent combination of education, training, and experience.

## **Skills and Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

This excluded position offers a good salary and generous benefits package, extended health and dental, and group life and accidental death and dismemberment insurance. This role requires occasional evening and weekend work and some travel in the Sea to Sky Corridor.

**Email your resume and cover letter to:** [jobs@sscs.ca](mailto:jobs@sscs.ca)

Responses will be made to those who are interviewed only.