



PETROGLYPH
DEVELOPMENT GROUP

INTERNAL JOB POSTING

Human Resources (HR) Clerk

(Full-Time, Fixed 10 Month Term Maternity Leave Coverage)

JOB OVERVIEW

Reporting to the Executive Director, HR (EDHR), the Human Resources (HR) Coordinator role will provide administrative support to the EDHR and Finance team while gaining exposure to the different functional areas of HR including Recruitment, Payroll, Benefits, Health & Safety, Reporting, Compensation, Employment Legislation, Human Rights, etc. The incumbent will provide a range of confidential services to employees, management, and external stakeholders in a professional and trauma-informed manner.

JOB RESPONSIBILITIES

As the HR Clerk, you will be responsible for the following duties:

- Coordinates and administers all administrative functions of Human Resources including, but not limited to, personnel files, policies, procedures, reports, and meeting coordination.
- Assists Finance department with bi-weekly payroll functions for PDG and its subsidiaries.
- Adhere to the payroll policies and requirements for tax purposes to ensure payroll compliance across the companies.
- Organizes, compiles, and tracks various human resource records and documents, utilizing designated HRMS and other relevant databases and software.
- Supports the full-cycle recruitment function including modifying job descriptions, postings, advertisements, competition files, pre-screening, interview questions, interview coordination, interview packages, employment testing, reference checks and competition file retention.
- Communicates with candidates in a timely manner, including scheduling of interviews, notification of applicants' status and other pertinent aspects of the recruitment cycle.
- Responds to queries from all PDG and its subsidiaries' employees and management on all aspects of Human Resources, Payroll, and remains knowledgeable about employment related topics such as employee benefit programs, educational programs, internal recruitment policies, and health & safety matters.
- Coordinates and contributes to HR projects
- Helps organize and manage new employee orientation, and training programs.
- Tracks, monitors, and informs managers on employee probation and performance evaluation requirements and timelines.
- Liaises and communicates with the Finance department to ensure effective and efficient sharing of information to support employee compensation and benefits, including enrolling new employees in the benefits and pension plans.
- Performs other related tasks and duties as assigned.

JOB REQUIREMENTS

Education:

- Minimum Grade 12 completion or equivalent.
- Post-secondary education in Administration, Business, HR or related field a definite asset
- Completed coursework or training in using a Trauma-informed Approach preferred.



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Experience:

- 1-2 years in administrative role preferable.
- 1+ years in human resources/payroll an asset.
- At least 1 year of working in a First Nation environment (preferred).
- Strong proficiency in MS Office (primarily Word and Excel) required.
- Demonstrated working knowledge with HRIS and/or payroll systems preferred.
- Experience with Visio an asset.

Knowledge, Skills, and Abilities:

- High customer service orientation.
- Demonstrated ability to maintain strict confidentiality.
- Basic knowledge of Human Resources functions, legalities, systems and processes.
- Proven self-starter with strong organizational and multi-tasking skills and an ability to effectively prioritize workflow.
- Demonstrated computer proficiency in Microsoft Office applications, as well as data bases/software used for record keeping and tracking.
- Previous experience with HRIS/HRMS systems an asset.
- Detailed oriented with exceptional problem-solving skills.
- Excellent interpersonal, written, oral communication skills.
- Ability to exercise good judgement and in particular, flag and escalate potential problematic or harmful matters that may arise from time to time.
- High standards of ethics to handle sensitive information.
- Strong understanding of social, economic, political, and historical concerns in Indigenous communities is an asset.
- General knowledge of employment laws and best practices is an asset.

Willingness Statements:

- You are required to possess and maintain a valid class 5 BC driver's license and have access to a reliable vehicle, as well as appropriate insurance for work.
- You are required to provide proof of your certificates and professional designations.
- You may be required to work additional hours, including evenings.
- You will be subject to satisfactory reference checks and provide and maintain a satisfactory criminal record check.
- You must adhere to the PDG's policies and procedures.

Please submit your current resume and cover letter to:

Petroglyph Development Group- HR
668B Centre Street, Nanaimo, BC V9R 4Z4
Or email : **HR@petroglyphdg.com**

Application Deadline Date: March 31, 2025 @ 4PM PST

Please note preference will be given to Indigenous applicants.