

HUMAN RESOURCES GENERALIST Competition #2020-30

We are the third largest regional district in BC and deliver over 100 services to six municipalities and eight electoral areas. Our region covers more than 13,000 km² stretching from the City of Abbotsford to Boston Bar. If you have a passion for working with people and providing excellent customer service, then you should check us out.

We have an exciting and challenging opportunity for an energetic and self-motivated Human Resources professional with excellent organizational and interpersonal skills to fill the position of Human Resources Generalist. Reporting to the Manager of Human Resources and Safety Services, a typical week at the FVRD could see you assisting the Manager of HR and HR Advisor in delivering all services related to full employment life cycle. Comfort of working in a fast paced dynamic and changing environment: service delivery mindset with focus on creativity, teamwork and strong analytical, problem solving skills will be an asset in this role.

We offer a positive, supportive, team-based work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting training and professional development opportunities for our staff.

The ideal candidate will possess:

- Post-Secondary education in Human Resources Management, Public Administration, Business Administration or related discipline or an equivalent combination of related education/training and experience;
- A minimum of six (6) years of progressive Human Resources experience preferably in a local government setting;
- Working knowledge of all legislation and regulatory regimes which are applicable to this position;
- Excellent computer skills, with a high level of proficiency with Microsoft Office Suite, and the ability to learn new software quickly;
- Excellent written communications skills which include the ability to write clearly, and concisely;
- Demonstrated ability to handle a complex and varied workload in a flexible manner, often under pressure;
- Must maintain an excellent quality of service and high degree of accuracy in work;
- Ability to work independently, exercise good judgement and effectively handle conflicting priorities;
- Exhibit maturity, high degree of confidentiality, courtesy, tact, and diplomacy in all matters and
- Demonstrated ability to establish and maintain effective working relationships within and outside the organization.

The salary for this full-time exempt position is commensurate with experience and is supplemented by a comprehensive and competitive benefit package. For more information about the FVRD, please visit our website at www.fvrd.ca.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume and cover letter by email to jobs@fvrd.ca quoting competition #2020-30 by 4:30 p.m. on Mar 25, 2020.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.