



British Columbia Teachers' Federation
Human Resources Assistant
Full-Time
\$32.50 to \$41.15 per hour

The British Columbia Teachers' Federation (BCTF), established in 1917, is the union of professionals representing 43,000 public school teachers in the province of British Columbia, Canada. All public-school teachers belong to the BCTF and their local teachers' association.

As a member of the Human Resources team, the Human Resources Assistant ensures routine procedures are performed effectively, maintains department files and documentation, and facilitates in the communication both within the department and with users of department services. The position provides administrative support in the areas of recruitment, payroll, benefits, pension, health & safety, training, privacy, labour relations, and record keeping which are of a confidential and politically sensitive nature. Assists in the co-ordination of the staff recruitment process; salary determination process; Joint Occupational Health & Safety Committee; respectful workplace program; and privacy program.

Required Experience

A minimum of five years' directly related experience in a human resources office in a unionized environment with exposure to collective agreements; contract interpretation; benefit administration, privacy legislation, the demonstrated ability to maintain office procedures independently and ensure confidentiality of sensitive material; demonstrated secretarial skills and a high degree of excellent communication skills involving tact and diplomacy is also required.

Required Education/Training

HR certificate or diploma in Human Resources Administration and Chartered Professional in Human Resources (CPHR) designation is required.

Please submit cover letter, résumé, and references, not later than **Friday, June 1, 2018** to the Human Resources Department, BC Teachers' Federation, 100–550 West 6th Avenue, Vancouver, BC, V5Z 4P2, or by email at postings@bctf.ca quoting Job Posting # JP0207-2018-02. Your interest is appreciated but, only applicants selected for an interview will be contacted. No phone calls please.

Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.*