



Job Posting:

HR and Records Coordinator

Classification: Clerk R11

Salary: \$1,701.43 bi-weekly

Location: Victoria, B.C.

Up to 2 temporary positions may be available

Apply your exceptional administrative skills and experience in HR support and records management in this challenging and dynamic role.

The HR and Records Coordinator provides technical advice and ensures independent records systems are in compliance with legislative and policy requirements, in addition to providing administrative support to staffing processes for client offices. As this position also provides a general reception function, the HR and Records Coordinator works in an often fast-paced environment and handles many routine and non-routine requests.

As BC's independent voice for fairness, our Office's work is challenging, meaningful, and rewarding. Join us and become part of a team that is proud of the work we do. Find out more information about what we offer [here](#).

QUALIFICATIONS:

This position will be of interest to applicants who can demonstrate the required qualifications, including;

- Completion of secondary school **and** a minimum of two years of recent* experience working in an administrative environment providing both records management and HR support services.

OR

- Completed university degree in a related discipline **and** a minimum of one year of recent* experience working in an administrative environment providing both records management and HR support services.
- Preference may be given to applicants who demonstrate experience with ARCS/ORCS, and/or experience providing front desk or reception services.

****Recent experience must be within the last three years***

Complete qualifications, including competencies, are outlined in the job profile. The job profile and the required job qualifications grid are available in the posting found at <https://www.bcombudsperson.ca/about/careers>.

This position is excluded from union membership. An eligibility list for temporary or permanent future opportunities may be established. Temporary opportunities may become permanent.

TO APPLY:

DO NOT submit your application for this position through the BC Government Hiring Centre website. Applications submitted through the BC Government Hiring Centre will not be considered.

To apply for this position you must submit a complete application package to the email listed below, which includes three (3) documents:

1. A cover letter
2. Your resume
3. A completed job qualifications grid

Your cover letter and resume must clearly identify how your education and experience meet the position requirements. Please identify which positions you are relying upon to meet the criteria by completing the qualifications grid. In describing your education and experience, please pay particular attention to the position description including the selection criteria.

Only those applications received by the Office of the Ombudsperson by email by 12:00pm (noon) PDT on Friday, April 26, 2019 will be considered. Incomplete applications or late applications will not be evaluated or acknowledged, and only those applicants who pass all initial screening requirements will be considered for the next step in the selection process.

If you have any questions about the application process, contact Stephanie Addis via email SAddis@bcombudsperson.ca.

Applications must be submitted by email to: Competition59866@bcombudsperson.ca

Competition Req #: 59866

Closing Date: 12:00pm (noon) PDT on Friday, April 26, 2019.

BC's Ombudsperson - <http://www.bcombudsperson.ca/>