



Human Resources and Benefits Coordinator – Vancouver

This year, Odlum Brown celebrates its 99th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 23 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

Do you thrive on interacting with people and obsess over detail? We're looking for someone like you for our Human Resources and Benefits Coordinator role in the Vancouver office.

You will be responsible for a full range of human resources and benefits related responsibilities, from positively impacting the employee experience, recruiting and onboarding, administering policies and employment changes, managing HRIS data and preparing reports, to supporting our total wellness and benefits programs.

RESPONSIBILITIES

- Support full-cycle recruitment and onboarding, including: preparing job postings, conducting pre-screen interviews, scheduling candidate interviews, conducting reference checks, preparing offer letters and supporting People Leaders with onboarding
- Maintain accurate and up-to-date HR and benefits data in the HRIS and benefits platforms
- Update and maintain HR and benefits policies and information on the intranet, websites and with vendors



- Respond to team members on HR- and benefits-related inquiries
- Prepare various HR documentation, including employment agreements/verifications and addendums
- Produce, distribute and audit standard and ad hoc HRIS reports to support business needs
- Liaise with Payroll team in periodic benefit report reviews and adjustments
- Communicate updates and facilitate education sessions on benefits and total wellness initiatives
- Liaise with benefits providers and deliver disability management updates including ergonomic and WorkSafeBC claims
- Assist with special projects, including active participation in HR- or benefits-related initiatives and projects, as well as identifying opportunities for continuous improvement

KNOWLEDGE, SKILLS AND EXPERIENCE

- Minimum three (3) years of HR and Benefits experience
- Post-secondary diploma or degree in human resources, administration or related discipline
- Highly proficient in MS Office (Word, Excel, PowerPoint and Outlook)
- Experience working with an HRIS platform (Ceridian Dayforce is an asset)
- Excellent verbal and written communication and relationship building skills
- Exceptional client service orientation, organizational skills and attention to detail
- Strong ability to prioritize tasks and competing priorities
- Ability to exercise sound judgment, discretion, confidentiality and adapt to changing demands
- Self-starter and continuous learner with the capacity to work independently, along with flexibility and willingness to assist others

Our team is growing, and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **August 26, 2022**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.