



## HUMAN RESOURCES COORDINATOR

Application Deadline: April 5<sup>th</sup>, 2024

Located in the scenic Northern Rocky Mountain Trench 185 km north of Prince George, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Local recreation amenities include an arena, swimming pool, fitness center, ski hill and large multi-use trail network.

The District of Mackenzie is seeking to fill the position of Human Resources Coordinator. Reporting to the Finance Manager, the Human Resources (HR) Coordinator is responsible for providing a range of professional human resources expertise for both unionized and exempt employees. The HR Coordinator oversees collective agreement and policy interpretation, labour relations, handles grievances and investigations, performance management, recruitment, change and transition, and application of HR policies and programs. The HR Coordinator is also responsible for administering the District of Mackenzie's benefit package. This position provides support to Directors and Managers in the conduct of their management responsibilities.

To qualify for this position, you will have post-secondary education in a related field and hold experience as an HR practitioner in a unionized setting or an equivalent combination of education and experience. You must come with experience in interpreting and applying collective agreements, as well as a comprehensive knowledge of HR best practices. Being versed with related legislation and legal statutes and how they govern human resources in a unionized setting is a requirement. You must have proven conflict resolution skills and demonstrate excellent organizational and interpersonal skills that complement the ability to deliver solution-focused service. The incumbent is expected to exercise sound judgment, tact and discretion at all times in dealing with confidential matters. If you are a self-directed professional who works well in a challenging, fast paced environment, this position may be for you.

The yearly salary range for this position is between \$71,720 - \$75,874. The District of Mackenzie also offers a comprehensive benefits package and the opportunity to work with an outstanding team.

If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, qualifications and employment references to:

District of Mackenzie  
Bag 340 – 1 Mackenzie Blvd.  
Mackenzie, BC, V0J 2C0  
Attention: Wendy Peterson, Finance Manager  
Email: [wendy@districtofmackenzie.ca](mailto:wendy@districtofmackenzie.ca)

*The District thanks all interested applicants in advance, however only those short-listed will be contacted.*

*\*Applications will be accepted beyond the April 5<sup>th</sup>, 2024 deadline if no suitable candidate has been selected.\**