



Recipient of the **Canadian Non Profit Employer of Choice Award** (neoc.ca) – 2018  
CSCL is a CARF Canada Accredited organization

### **Human Resources/Benefits Administrator**

Are you interested in an opportunity to put your human resources, benefits and administrative skills to practice? If yes, then we have just the opportunity for you. As **Human Resources/Benefits Administrator**, you will provide administrative support in the Human Resources department at CSCL. This is a **temporary position** to cover a Maternity Leave vacancy and is located in **Chilliwack, BC**.

The **Chilliwack Society for Community Living (CSCL)** offers more than a job. Located in Chilliwack, BC, in the beautiful Fraser Valley an hour outside of Vancouver, CSCL has been serving the community since 1954 and has grown to employ over 330 people. Our organization serves people with varying abilities, providing supports that enhance quality of life and promote diversity and community inclusion.

Come work and live in Chilliwack where you can enjoy affordable housing, minimal traffic, and spectacular mountain views. CSCL has been growing rapidly and we have a positive work environment, generous benefits, and offer a fulfilling career. CSCL values diversity in the work force and strives to maintain an environment of respect, caring & trust.

#### **Key areas of involvement include:**

1. Assists in the provision of general Human Resources services, which includes but is not limited to recruitment, orientation, and benefits administration.

2. Maintains and updates all personnel records, related forms and reports including employment status, letters of hire, employee benefits registration and correspondence, performance management, attendance, and conditions of employment.
3. Completes, verifies, reconciles and processes forms, documentation, and premium statements related to benefits administration.
4. Maintains ShareVision lists related to Human Resources activities.
5. Awareness of and compliance with the Collective Agreement and all statutory regulations and requirements.
6. Provides information to employees on Human Resources matters, benefits entitlements, and Collective Agreement provisions.
7. Responds to telephone, email, and written enquiries from the general public regarding personnel matters.
8. Assists in the coordination of volunteers and practicum students.
9. Compiles statistical reports, statements and summaries as necessary.
10. Work collaboratively with the Payroll Administrator to ensure accurate payroll information.
11. Provide backup and assistance to the Director of Finance and the Payroll Administrator as required.

**Do you have the following?**

- Completion of Grade 12, plus completion of a certificate in Business, Human Resources or office administration.
- Two (2) years' administrative experience, preferably in a unionized environment.
- Preferred working knowledge of computerized payroll, financial reporting systems and benefits administration.
- Advanced knowledge of Microsoft Office.
- Well-developed planning, organizing, controlling, and administrative skills.

**Salary:** Dependent on experience. Please mention salary expectations.

**Employment Type:** Full Time, Temporary (1-year maternity leave)

**Location:** Chilliwack, BC

**How to Apply:**

**Email:** [human.resources@cscl.org](mailto:human.resources@cscl.org)

**Fax:** (604) 792-7962