



Recipient of the **Canadian Non Profit Employer of Choice Award** (neoc.ca) –2017, 2018, 2019  
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** until January 2021, 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 benefits and pension administration.
2. Completes, verifies, reconciles and processes forms, documentation, and premium statements related to benefits administration.
3. Maintains ShareVision lists related to Human Resources activities.

4. Assists staff with resetting passwords for Gmail accounts.
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. Work collaboratively with the Payroll Administrator to ensure accurate payroll information.
8. 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 a certificate in Business, Human Resources or office administration.
- Advanced knowledge of Microsoft Office. Strong Excel skills and familiarity with VLookup and Pivot Tables.
- Two (2) years' administrative experience, preferably in a unionized environment.
- Preferred working knowledge of computerized payroll, financial reporting systems and benefits administration.
- Well-developed planning, organizing, controlling, and administrative skills.

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

**Employment Type:** Full Time, Temporary (maternity leave coverage until Jan 2021).

**Please apply ASAP as we would like the successful candidate to start as quickly as possible.**

**Detailed Job description available.**

**Location:** Chilliwack, BC

**How to Apply:**

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

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