



WHO ARE WE

Elim Village is a developing comprehensive Christian seniors community located on 25 acres in Surrey, B.C. As a not-for-profit organization, Elim Village offers a unique opportunity to be a part of a working environment that embraces Christian principles and beliefs and pursues the highest standards in business and care operations. With our campus of care model, our approach is integrative and team oriented. Our core values emphasize the relationships we hold with residents, staff and stakeholders.

JOB SUMMARY

We are looking for a dynamic and motivated Human Resources Assistant. Working under the leadership of the Manager of Human Resources, this position will provide administrative support with the day-to-day operations of the human resources functions and programs. The Human Resources Assistant will carry out responsibilities in the following functional areas: employee record maintenance, employee relations, training and development, benefits, compensation, and health and safety. Having an understanding of, and personal alignment with, the values of Elim Village is a key component of the job.

QUALIFICATIONS

- University degree in Human Resources or related discipline.
- CPHR designate or candidate.
- Experiences in Human Resources would be an asset.
- Must be proficient in all MS Office products, mainly Outlook, Word and Excel with the ability and interest to learn new technologies. Advanced skill in Excel and design software would be considered an asset.
- Experience with payroll processing and/or organizational health and safety is considered an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have proven ability to establish and maintain effective working relationships, dealing with diverse personalities.
- Must have proven ability to handle confidential and sensitive material in an appropriate manner.
- Must be energetic and internally motivated
- Must have proven ability to plan and follow-up on projects ensuring that all projects are completed in a timely manner in accordance with established policies and procedures.
- Must have ability to manage multiple tasks and priorities under time constraints.
- Must have effective written and verbal communication skills.

NOTES

- Competitive compensation based on relevant skills and experience.
- This is a full-time position.

Join a dynamic team of committed health professionals in the continuing development of Elim Village – a complete Campus of Care where residents can age within their community.

WE ARE LOOKING FOR A...
HUMAN RESOURCES ASSISTANT



TO APPLY

Please submit your cover letter and resume to careers@elimvillage.com, attention to:

Valentina Seale
Manager of Human Resources

Kindly write on the subject line: Human Resources Assistant Applicant

While we are thankful for all applications, only those applicants selected for interviews will be contacted.