

Job Posting

FormaShape - based in Kelowna is a division of Whitewater West Industries, headquartered in Richmond, BC, which is the largest and most experienced builder of waterparks and aquatic attractions in the world. We are a privately held company that has been in business since 1981 and employs over 380 people.

POSITION: Human Resources Coordinator

DEPARTMENT: Human Resources FormaShape in Kelowna

REPORTS TO: Human Resources Director in Richmond and VP/General Manager in Kelowna

PURPOSE:

Responsible for staffing, performance, benefits and HR administration in a unionized environment the HR Benefits coordinator is a key role supporting the HR functions and maintaining a healthy work environment. The HR Coordinator will also enter, maintain and track employee records, update the payroll department with wage rate changes. A self starter with the ability to work independently and as part of a team in a multi-office environment the coordinator will be based in Kelowna and report to Human Resources in Richmond BC.

ESSENTIAL RESPONSIBILITIES:

The Human Resources Coordinator will be responsible for the following:

Benefits Inform employees of benefits enroll in a timely manner, track, and monitor, update records. Liaise with employees, benefits provider, payroll and monitor for cost savings

Administration

- Complete new hire employee checklist and completion of all required forms
- Maintain Employee Files and run statistical reports for management
- Enter New Employee Information into Great Plains
- Worksafe administration, ensure forms are complete and submitted in a timely manner
- Maintain Seniority list – update and inform payroll, VSM/ Dept Mgr/ OPS Mgr / Union
- Ensure legal compliance with Employment Standards Act, Human Rights and Privacy Act
- Coordinate EFAP – 50/50 draw, issue payment, and report to accounting

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Works Closely with Payroll

- Advise payroll of new hires and provide necessary documentation
- Enter new employees into Great Plains
- Provide completed benefit forms to payroll for implementation
- Rate changes and amendments advised to payroll in accordance with predetermined deadlines.
- Acts as a conduit for employee payroll questions and issues
- Advises of employee payroll and benefit terminations

Staffing - Coordinate the hiring process from Job posting and on boarding.

- Post jobs
- Prescreen, select and Follow up with Candidates
- Background Check
- New Hire orientation
- Exit interviews

Attendance - Responsible for the attendance improvement program including implementation and accountability

Performance - Responsible for performance management program including implementation and accountability

Healthy work Environment - Responsible to ensure there is a healthy work environment

- Responding and investigating any allegation of harassment, bullying or discrimination
- Build rapport between employees and supervisors
- Health and Safety
 - Follow up with health and safety coordinator to ensure compliance with worksafe
- Employee relations and morale

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REQUIRED SKILLS, QUALIFICATIONS AND EXPERIENCE:

- Completion of post secondary education in Human Resources or equivalent education and experience. CHRP or working towards a designation is an asset.
- 2-3 years of experience in Human Resources preferably in a Union environment
- Advanced computer skills; proficient MS Office and excel (knowledge of Great Plains is an asset)
- Excellent organizational, analytical and time management skills
- Ability to listen, communicate (written and verbal) and collaborate
- Exceptional interpersonal skills with the ability to develop and maintain effective internal and external working relationships with all levels in the organization
- Ability to work independently and as a team, self-starter and energetic

CONTACTS:

Apply with resume and cover letter with **HR Coordinator** in the subject line to: Jobs@formashape.com
visit the company website at www.formashape.com