

Job Posting

Position Title: Coordinator, Human Resources
Department: Human Resources
Status: Full-time, salary
Reports to: Senior Manager, Human Resources
Location: Multiple Locations
Salary Range: \$50,000 - \$55,000

Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) proudly manages and operates all facilities at Langley Events Centre (LEC), The Redwoods Golf Course, and Triple O's at Aldergrove Community Centre. As our portfolio continues to expand, we are dedicated to recruiting, hiring, and developing individuals with the skills, experience, and passion to contribute to the continued success and growth of our organization.

Position Overview:

Reporting to the Senior Manager, Human Resources, the Coordinator, Human Resources will support all facets of Human Resources at all TFSE operated facilities. Based out of Langley Events Centre, the Coordinator, Human Resources will support the growth of the organization with focuses on recruitment, onboarding, employee relations, and administrative support.

Primary Duties and Responsibilities:

- Develop and maintain strong rapport with all TFSE employees
- Lead and advise department managers on the recruitment and selection process, including job postings, candidate communications, interview scheduling, reference checks
- Lead the onboarding process for all TFSE new hires
- Prepare HR related documents
- Assist with reviewing company policies while ensuring adherence to applicable legislation
- Assist with benefits administration
- Maintain accurate employee records and files
- Maintain confidential information and records
- Other duties as assigned

Skills and Abilities:

- Strong interpersonal skills and the ability to develop rapport with all employees
- Team oriented
- Self-starter
- Ability to work independently with minimal supervision
- Excellent judgment and decision making skills
- Ability to manage priorities and meet deadlines as required
- Knowledge of British Columbia Employment Standards Act, BC Human Rights Code, and Workers Compensation Act
- Moderate skill level with MS Office

**Qualifications:**

- Minimum two years of Human Resources or Administrative experience
- Completion of post-secondary education in a discipline such as business administration or other related discipline
- CPHR candidacy considered an asset
- Valid Class 5 Driver's License required to be maintained during employment
- Willingness to complete a Police Information Check
- Valid Basic First Aid, CPR, and AED Certification, or equivalent will be required to be maintained during employment

HOW TO APPLY:

Interested individuals are asked to submit via email: careers@tfse.ca:

- A) A brief cover letter;
- B) A resume detailing your skills and experience; and
- C) Any additional information outlining your specific interests and abilities that attracts you to this specific opportunity with TFSE.

This position will remain open until filled. We thank all applicants for their interest, however only those selected for an interview process will be contacted.