



Human Resources Coordinator

Are you looking to continue to develop your career in Human Resources? Here's a great opportunity to learn, grow and contribute to an award-winning team!

Tourism Vancouver is one of the world's most dynamic destination marketing and management organizations with a commitment to establishing Vancouver as a must-visit destination. Recently honoured as a Top Employer in Canada, we are seeking a talented and motivated ***Human Resources Coordinator***.

Our purpose is *We Proudly Champion Vancouver*. And we live this purpose everyday in our core values as created by our team:

- ✓ *We live, breathe and share Vancouver*
- ✓ *We are powered by people*
- ✓ *We are adventurous*
- ✓ *We play with purpose*

Our brand promise, "*Vancouver is a place that connects people and inspires them to live with passion*" underscores how we communicate with potential customers, engage with stakeholders and service our 900+ members. At Tourism Vancouver, people come first.

The Opportunity

Reporting to the Director, People & Culture, this generalist role is key to contributing to great employee experiences through Tourism Vancouver's *Investing in People* strategy and by providing a variety of human resources services.

This starts with building strong internal working relationships and includes employee communications regarding policies and programs. As well, the role is actively involved in recruiting, onboarding, training, learning and development, administering extended healthcare benefits, occupational health & safety and responding to internal requests, all in support of Tourism Vancouver's core values and purpose.

The individual will always work with discretion and confidentiality.

Is this You?

The successful candidate will have related experience and success in a people first culture. Must be professional, organized, detail oriented and possess excellent judgement, decision-making and relationship building ability along with excellent verbal, written and business presentation skills. Knowledge of the *BC Employment Standards Act* and post-secondary education in a related field and/or equivalent experience is an asset with your CPHR designation.

If you are qualified and describe yourself as motivated, committed to excellence, enthusiastic and have the dedication to make a significant contribution to Tourism Vancouver, we invite you to apply for this new position by sending your resume and cover letter to careers@tourismvancouver.com

Tourism Vancouver is an inclusive and diverse work environment and welcomes all qualified applicants.