



HR Generalist Full-Time

Port Hardy and North Island
Port Hardy

Friday July 31, 2026

\$31 - \$40/ hour

Company: k'awat'si Economic Development Corporation

Industry: Management/ Administration

How to apply:

<https://ca.indeed.com/job/human-resources-generalist-relocate-port-hardy-bc-84708d6f4b3da09f>

Expiry Date:

Friday, August 14, 2026

Details:

Full job description K'awat'si Economic Development Corporation is seeking an HR Generalist who will be reporting to the HR Director. The HR Generalist will be responsible for the day-to-day operations of the HR department. This role provides direct HR advisory and consulting services in all HR areas such as job planning, design and evaluation/compensation, recruitment, and selection. The Generalist will assist in building a high-performance culture through onboarding and orientation, organizational and individual training and development, including leadership development, performance engagement processes, rewards and recognition activities, and employee relations strategies. This role will administer and maintain group benefits & pension, offboarding and succession planning, HRIS, and policy development and implementation, and take a lead role in the Health & Safety Committee. This is not a remote position and requires relocation to Port Hardy, located on the northern tip of Vancouver Island, BC. Port Hardy serves as a gateway to natural beauty and cultural heritage. Nestled in a region of breathtaking rainforests, rugged coastlines, and vibrant marine life, the town offers a rich tapestry of community and history. What We Offer: •1 month of covered accommodation in a hotel room for individuals relocating from outside of Northern Vancouver Island •Relocation Assistance •Wellness incentives, including discounted gym membership and free in-person counselling services •Company events and holiday parties •Career growth and development opportunities

Responsibilities (In consultation with the HR Director): •Promote the organization's culture, guiding principles, and positive working relationships •Work in partnership with business managers to support people management, employee relations, and performance objectives •Conduct end-to-end, full-cycle recruitment and selection activities •Promote the development and implementation of strategies that support employee development, engagement, and retention •Collaborate and contribute to business priorities, ensuring HR compliance and effective delivery •Engage leaders to enhance organizational effectiveness, including consulting on plans/designs to evaluate structure, job design, and change management •Provide guidance in interpreting and applying compliance, regulations, policies,

procedures, employment law, and contractual obligations •Advise and monitor progressive discipline processes, performance plan implementation, and investigations •Maintain and manage employee leave entitlements •Administer and maintain employee compensation and benefits, including extended health plans, dental, and pensions •Manage disability requirements, including WCB claims and return-to-work programs •Implement, manage, and maintain the HRIS (Human Resource Information System) •Monitor key HR metrics for trends, concerns, and areas for improvement •Promote and implement workplace Occupational Health & Safety (OHS) through presentations, policy development, and committee formation •Perform additional HR-related responsibilities as required

Job Type: Full-time Pay: \$76,000.00-\$85,000.00 per year Benefits: •Casual dress •Company events •Dental care •Extended health care •Flexible schedule •Paid time off •Wellness program

Application question(s): •Are you willing to relocate to Port Hardy, BC? •How many years of related experience do you have?

Qualifications & Experience:

Qualifications: •Bachelor's degree in Human Resources or Business Administration •3 to 5 years of progressive HR experience; a mix of business and human resource management experience is an asset •Alternate combinations of education and relevant work experience may be considered •Proven ability to be part of a high-performance HR team •Working knowledge of employment legislation, including: •Employment Standards Act •Privacy Legislation •Occupational Health and Safety Legislation •Employment Law practices •Proven ability to build strong working relationships internally and externally •Excellent interpersonal and communication skills, including integrity, tact, diplomacy, and the ability to maintain a high level of confidentiality •Strong relationship-building skills to ensure teamwork and effective HR service delivery •Highly efficient multi-tasker with superior organizational skills and the ability to juggle multiple and changing priorities •Strong attention to detail and accuracy with a commitment to high-quality work •Self-starter with the ability to operate independently using sound judgment •Highly resourceful in facilitating effective employee management practices •Exceptional conflict resolution and mediation skills, with coaching expertise in progressive discipline and performance improvement strategies •Computer proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook) •Knowledge of health and safety program design, implementation, and evaluation •Strong work

ethic with a commitment to punctuality, reliability, and bringing your personal best to the HR department •First Nations cultural competency and knowledge of cultural traditions and practices •Previous experience working in a First Nations community and/or organization is preferred •CPHR designation or equivalent is an asset •Health and Safety knowledge is an asset. •Must successfully pass a Criminal Records Check
