

HUMAN RESOURCES ASSISTANT

(Term Position Anticipated Ending Date December 31, 2025)

Naturally, Campbell River – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

The role: Reporting to the Human Resources Manager, the Human Resources Assistant provides confidential administrative support to the Human Resources Department team, in the delivery of a wide range of Human Resources and Health and Safety services to all City employees and departments in relevant areas such as: recruitment, training and development, employee and labour relations, and safety.

What we offer: The pay band for this temporary full time Exempt position is **\$69,325 - \$77,049** per annum, based on a 35-hour work week. We offer a **comprehensive benefits package**, which includes 3 weeks paid vacation (pro-rated), extended health and dental coverage. This position is **eligible for flexible work arrangements** which may include one of the following: compressed work week or earned day off.

Our ideal candidate will have:

- Certificate from a recognized post-secondary institution in Business or Public Administration, or a related field and;
- Minimum of one (1) year's recent related experience in delivering administrative support, preferably within a municipal unionized environment.

Posting closing date: February 16, 2025

Please apply using the 'Apply Now' link below. Resumes are no longer accepted through the careers email.

When you apply:

You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

Questions about this position? Email careers@campbellriver.ca



<https://smrtr.io/pxvYV>

[Apply Here](#)

