HUMAN RESOURCES COORDINATOR

The **Brink Group of Companies** is a portfolio of companies focusing primarily on lumber remanufacturing and real estate development. Operating since 1975 and proudly employing over 350 employees across Northern British Columbia, its primary operations focus on the production of value-added wood products for domestic and international markets.

The company is growing and seeking a motivated individual to assume the important role of Human Resource Coordinator at its Prince George location. This role will report directly to Senior Management and will work closely with Production Managers, Superintendents and Supervisors while providing support to all employees.

DUTIES AND RESPONSIBILITIES

- Manage New Hire Process
- Coordinate Employee Training
- Support HR Functions
- Actively build relationships with employees and provide HR-related advice
- Enforce utilization of plans related to HR programs and services
- Conducting Audits of payroll, benefits and other HR programs
- Administration and Coordination of Occupational Health & Safety Program
- Conflict Resolution Support
- Facilitate/Manage corrective and/or disciplinary actions
- Maintain employee records and ensure compliance with employment law
- Perform all other duties as assigned by Senior Management

QUALIFICATIONS, EXPERIENCE AND SKILLS

- A Degree in Human Resources or a related field
- Although not required, two years' experience is preferred.
- Strong organizational skills are a must
- Must have strong verbal and written communication skills for correspondence, reports, and other company materials.
- Maintain knowledge of current employment laws
- Demonstrate strong analytical, problem solving and logical skills
- Strong interpersonal skills and able to provide leadership
- Experience in the industry is not necessary, but would be considered an asset
- Driving qualities of the successful candidate are passion, attitude and work ethic

WE OFFER

- Competitive Salary
- Full Medical & Dental Benefit Package
- A rewarding career with tremendous advancement opportunities

If you possess the qualifications and are interested in this opportunity, please submit your resume to:

Brink Forest Products Ltd.
2023 River Road
Prince George, BC V2L 5S8
Att'n: Brooklynn Ward
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E-mail: brooklynn.ward@brinkgroup.ca
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