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# Job Posting

## Human Resource Administrator

Located in the North Thompson valley, at Simpcw Resources Group we provide environmental, management, and operational services while preserving Simpcw culture and heritage with respect towards the environment. Our goals include creating economic growth from the commercial development of natural resources within the Simpcw'ulécw (Simpco Territory) by being the major contractor and competing for work in both the public and private sectors.

### Current Opportunities:

Simpco Resources LLP is growing rapidly and looking for a dependable and enthusiastic Human Resource Administrator to join our team. Reporting to the Human Resources Manager, the Human Resource Administrator is responsible for managing and administering employee benefits programs and ensuring the effective operation of the Human Resources Information System (HRIS). This role involves maintaining accurate employee data, processing benefits, and providing HR support across the organization. The HR Administrator will serve as a key contact for employee inquiries regarding benefits and HRIS issues, ensuring a smooth and efficient HR operation.

### Responsibilities:

- Assist with the implementation and administration of HR programs and policies.
- Assist with current HR documentation and filing systems, both electronic and physical.
- Assist in the administration of employee benefits programs, including health insurance, retirement plans, and leave management.
- Process benefits enrollments, changes, and terminations in a timely manner.
- Respond to employee inquiries regarding benefits and provide necessary support.
- Assist with filing, data entry, tracking missing documents, updating programs and reports.
- Oversee the day-to-day operation of the HRIS- BambooHR, ensuring data integrity, system functionality, and accurate reporting.
- Maintain employee records within the HRIS, including personal information, job details, benefits, and payroll data.
- Generate and analyze HR reports from the HRIS to support decision-making and compliance requirements.
- Collaborate with IT and HRIS vendors to troubleshoot issues, implement system upgrades, and customize features as needed.
- Educate employees and managers on using the HRIS, providing ongoing support and guidance.
- Assist the HR Coordinator with the recruitment process by supporting job postings, interview scheduling, and candidate communication when required.

- Support internal audits by providing necessary documentation and information.
- Collaborate with the HR Manager to support the implementation of training programs, company initiatives and monitor compliance of these various activities.
- Participate in special HR projects and initiatives as assigned.
- Additional duties as assigned.

### **Qualifications**

- Grade 12 coupled with experience in Human Resources administration. Post-Secondary or continued education in Human Resources preferred.
- Prior experience working in the human resources field is preferred. Relevant administrative experience will be considered.
- Prior experience working directly with an Indigenous employer is an asset.
- Advanced knowledge of MS Office and comfortable learning new technical systems as needed.
- Ability to meet deadlines and effectively manage stress.
- Familiar using Microsoft programs such as Outlook, Excel and Word
- Ability to establish and maintain confidentiality.
- Self-motivated, team-player with good interpersonal skills.
- Able to take direction, follow instructions, adapt to changing priorities and multi-task.
- A team player who works respectfully and cooperatively with others.
- Problem-solving attitude.
- Ability to work collaboratively with internal and external stakeholders.

### **What we offer:**

- Competitive Compensation
- Positive and collaborative team
- Meaningful work

**Note:** Pre-Employment Drug and Alcohol Testing may be required

**Application Deadline:** Open until filled.

Thank you for your interest, however only those selected for interviews will be contacted.

Preference will be given to qualified applicants of Aboriginal ancestry as per ***Canada's Human Rights Act and legislation surrounding Employment Equity.***

Please submit cover letter and resume via email to [HR@SimpCWResourcesGroup.com](mailto:HR@SimpCWResourcesGroup.com) with the Subject Line: **Human Resource Administrator**