

Date posted: July 2, 2024

The Butchart Gardens is looking for an individual from within the company to fill the following position:

**DEPARTMENT: Human Resources**  
**POSITION: Human Resources Coordinator**

The Human Resources Coordinator is primarily a support position reporting to the Manager and Director of Human Resources. They are responsible for recruitment and selection, policy and procedure interpretation and compliance, administration and record keeping and are a resource for all departments.

**The successful candidate will be required to:**

- screen entry-level applications, make short-list decisions, interview and make hiring decisions based on interviews and reference checks, assign successful candidates to departments based on skill level and personality traits
- for non-entry-level positions collaborate with departments on compiling short-lists, panel interviews and collaborate on hiring decisions
- conduct company orientations
- conduct reference checks on potential employees within established employment law guidelines
- represent The Gardens at Hiring Fairs
- liaise with schools and institutions to coordinate student placements: co-op, work experience and day shadow students
- process paperwork associated with staff start-ups, terminations and wage adjustments
- create letters of reference and verification of income letters
- have a knowledge of the Human Rights Act and Employment Standards Act
- advise and interpret for managers and employees on HR policies & procedures, employment law, and benefits
- investigate and assist in resolving complaints and violations of company policy
- seek legal advice as required in the absence of the manager or director
- maintain personnel files
- assist departments in maintaining the Salary Structure and Performance Appraisals
- monitor and help oversee uniform issuance
- prepare annual, restart and new hire packages
- administer benefits plan, Purdy's Chocolates and other discount programs for staff
- assist in other departments as requested or required

**The successful candidate will possess the following qualifications:**

- 5 years of Gardens experience preferred
- ability to work in a confidential environment and work with integrity
- an excellent attitude and positive outlook
- proven ability to establish and maintain positive working relationships with all staff and work in a collaborative manner
- genuine desire and demonstrated ability to be a team player, to show initiative, and to be able to compromise
- detail oriented with exceptional organizational skills
- excellent written and verbal communication and interpersonal skills
- a demonstrated ability to work independently
- a familiarity with Employment Standards, Human Rights and TBG Policies and Procedures
- word, Excel, Outlook, Access Database, Kronos
- interviewing skills is an asset
- conflict resolution training is an asset

This is a full-time, year-round salaried position that will commence early September. Shifts will be primarily 8:00am – 4:30pm or 8:30am-5pm. Some weekend work is required and occasional overtime. Remuneration will be commensurate with this level of responsibility and the qualifications of the successful candidate.

We will be accepting applications until July 16, 2024 at 4:30pm.

Interested individuals should submit a resume and cover letter to:  
Human Resources, The Butchart Gardens, 800 Benvenuto Ave Brentwood Bay BC V8M 1J8.  
Fax: (250) 544-4455 Email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)

***We thank all applicants, however, only shortlisted candidates will be contacted.***