



An exciting opportunity has become available to join **Rivercity Inclusion Society**, as an **Administration, Payroll and Human Resources assistant, located in Campbell River, Vancouver Island, BC.**

Rivercity Inclusion Society began in 1961 founded by families advocating for their children who live with developmental disabilities. These families created the four values of Respect, Fairness, Belonging, and Inclusion, which remain at the heart of the Society today.

The successful applicant will be a member of the Society's management team and support the team balancing office administration, Human Resources and Payroll tasks.

A rewarding position, this includes being the first point of office contact for members of the public, staff and clients, day-to-day administration, attending varied society-wide meetings and committees, running reports, and reviewing data to ensure accuracy and compliance, administration of the recruitment cycle, including onboarding and orientations, extended health benefit administration, and much more.

The successful applicant will have the following education, training and/or experience, and skills:

- 3-5 years prior office administration experience.
- Post secondary education in business, HR, payroll, or office management.
- Certified qualifications in HR and/or Payroll are advantageous. An interest in both is a must!
- Previous experience in a unionized environment is beneficial.
- Highly effective communication skills and high attention to detail.
- Previous supervisory or senior office administrator experience.
- Must be extremely organized and have exceptional time management skills.
- Must be able to multi-task to complete tasks with competing priorities and deadlines.
- Ability to work without direct supervision.
- Ability to always practice a high level of confidentiality and professionalism.
- Demonstrates integrity, both to staff and clients. Act as a role model for staff by contributing to a positive and respectful attitude to clients and colleagues.
- Possess the personal qualities and attitudes as expected under the four pillars of -Respect- Belonging-Fairness-Inclusion.
- Strong problem-solving skills.
- Able to work in a team, also alone.
- Ability to work within time sensitive deadlines, with confidential and highly sensitive information.
- Proficiency with Microsoft Office (Outlook email and calendar) programs, operating computers, voice messaging systems, fax machines, and photocopiers.
- Must have a clear criminal record check through the Ministry of Justice.
- Must have a negative tuberculin skin test result.

We can offer you:

- Extended health and dental plan
 - Municipal Pension plan
 - Long-Term disability plan
 - Group life and accidental death and dismemberment plan
 - Paid vacation, statutory holiday, and other leaves
 - Free employee and family assistance program
 - Local discounts
 - Working with an energetic team and having the ability to make a difference.
 - Working for an established, local, not for profit organization which continues to thrive
 - Extensive training, coaching and support. Ongoing learning opportunities.
- And much more

This position is a full-time permanent position of 37.5 hours per week working Monday-Friday, on-site in Campbell River. The salary for this position is \$50,000. This is an exempt position.

If you have questions, or want to apply please send an up-to-date resume and cover letter to: careers@rivercityinclusion.ca if you would like to discuss, or have questions please call Vicky Reddish, HR Director on 250-286-0391, you can also visit our website at: <https://rivercityinclusion.ca/careers-rivercity-inclusion>

Covid-19 Considerations: Covid-19 vaccination certificate / secured exemption (as per the Public Health Order) is required to work for the organization.

Campbell River, or Wiwekəm, is a scenic city in British Columbia on the east coast of Vancouver Island at the south end of Discovery Passage, which lies along the 50th parallel north along the important Inside Passage shipping route. Steeped in history, First Nations on the coast have known of the excellent salmon runs on the Campbell River for centuries. This area has been famous for its fishing, and people have come from far and wide to enjoy it (and hunting) here. Campbell River is renowned worldwide for spectacular snow-capped mountains, immense fjords and incredible out- door activity opportunities on land, water, and air.

Campbell River has its own airport which is less than 10km away and services Vancouver and other short distance internal flights. Sea Planes also service Campbell River to island locations (including Nanaimo and Victoria) as well as Vancouver. There is also a ferry service to neighbouring inhabited scenic Discovery Islands.

A city for people of all ages and interests, Campbell River is small in size yet large in character with something for everyone, including parks, recreation, and culture.