

# NOW HIRING!



## People & Culture Coordinator

Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further!!

Reporting the People & Culture Manager, the People and Culture Coordinator will be applying their knowledge and experience in responding to a variety of matters relating to the employment life cycle. Your responsibilities will include assisting with recruitment, onboarding, employee record maintenance and other HR-related functions. Your attention to detail, strong organizational skills, and ability to maintain confidentiality are essential to this role.

**WORK HOURS:** Monday – Friday, 40 hours a week.

**LOCATION:** Richmond, BC – Potential for hybrid

**TERM:** Full Time Temporary – maternity leave coverage

**DEPARTMENT:** People, Culture & Safety

**COMPENSATION AND BENEFITS:** Competitive salary, flight perks (including buddy passes and global inter-airline partnerships), discounts at local restaurants and partner organizations, staff events and much more!

### Responsibilities and Expectations

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- Responsible for recruitment processes related to creating and posting positions for all Harbour Air bases and departments, including assisting with review of resumes and sourcing candidates.
- Assist with scheduling interviews and participate in interviews as needed.
- Participate in Career Fairs and assist with recruitment travel bookings (flights, accommodations, etc.)
- Work with leaders to receive new hire documentation and ensure all new hire paperwork is complete.
- Activate new hires in the payroll system (ADP), including uploading documentation and issuing personal employee numbers.
- Responsible for reviewing and updating onboarding material – employee orientation and employee handbook.
- Assist in updating the new hire orientation process and provide new hire orientation material to new hires.
- Assist with providing information quarterly on benefits and perks for specific departments.
- Prepare documents and agreements related to employee changes in classification, location, and position.
- Monitor employment status for temporary staff, and immigration status.
- Accurately create and maintain employee records, physical and e-files.
- Actively run reports from ADP for HR data and monthly reporting metrics.
- Assist with inputting People and Culture expenses for credit card reconciliation.
- Promote department activities and initiatives such as fundraisers.
- Administer Rewards and Recognition program.
- Administration of company-wide benefits and perks with external vendors.
- Provide support to staff for HR enquiries.
- Maintain and update Company Contact list.
- Assist with organizing staff events.
- Other projects as assigned.

### Qualifications/Assets

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- Minimum 2 years of hands-on Human Resources experience
- Knowledge of HR best practices, federal and provincial legislation
- Administrative Experience
- Knowledge of Human Resource practices
- Recruitment experience is an asset.
- Proficiency in MS Office, Teams, and ability to learn new technology.

- Strong attention to detail
- Strong communication skills
- Excellent listening, verbal, written and presentation skills.
- Able to work well independently and in a team environment.
- Highly approachable, positive, empathetic, resourceful, and service oriented
- Able to maintain and exercise a high degree of confidentiality relating to employee personal information.
- Highly dependable, accountable and can exercise good judgement and discretion.
- Demonstrate proactive engagement with individuals seeking assistance or information, offering proactive support to address their inquiries effectively.

#### **ABOUT HARBOUR AIR GROUP**

- Launched in 1982, Harbour Air is North America's largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.
- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including BC's Top 55 Employers, and Canada's Most Admired Corporate Cultures.

**APPLY NOW:** Email your resume and cover letter to [jobs@harbourair.com](mailto:jobs@harbourair.com) quoting 24-26 People & Culture Coordinator, Richmond

**DEADLINE:** Open until filled

*We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

*Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.*

*Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email [jobs@harbourair.com](mailto:jobs@harbourair.com) and we'll work with you to meet your accessibility needs.*