



***Are you interested in a challenging and rewarding career in Management?***

***Full Time - Human Resources Manager - Prince George, BC.***

*AiMHi is the largest Community Living Agency based in Northern BC and has been serving our community since 1957! We have 450+ dedicated, hard-working and caring employees that provide support, advocacy and services to people who have diverse abilities. Our Mission Statement includes the importance in providing great services to people, and great worksites for employees.*

*AiMHi offers long term positive careers, and successful applicants are able to live and work in Prince George. <https://moveupprincegeorge.ca/about/top-10-reasons/>. AiMHi also provides our Management Team with ongoing professional development for those committed to: One Community - One Vision.*

***Full Time - Human Resources Manager***

AiMHi is searching for a talented, enthusiastic Human Resources Manager who has relevant education and experience with a positive approach focusing on Employee Recruitment, Retention, Engagement and helping AiMHi be a caring, high performing, employer-of-choice. This may include oversight in various areas including: Training, Wellness, Health and Safety, HRIS, HR Policies, and Processes, Labour Relations, and Employee / Community Events. We are looking for someone with abilities to demonstrate creative and skilled approaches, including new strategies and solutions in various HR areas by working independently or as part of a Team. We are also looking for someone capable of successfully obtaining a Level Two – Occupational First Aid Certificate (course approved by WorkSafeBC) and expecting this certification be maintained throughout employment.

***You don't wait for positive things to happen – you make them happen!***

**Duties and Responsibilities:**

You will demonstrate the ability to work successfully independently while managing multiple concurrent projects and deadlines, and effective management of emergent situations and time limited deadlines. You will be a team player and demonstrate the skills to build positive and professional relationships with various stakeholders. You will maintain a flexible working schedule, which could include after business hours / weekend work. You will demonstrate a positive work ethic and have a sound philosophical understanding and the skills to maintain the principals of inclusion across our organization.

**Applicants Must Have and Maintain:**

Certified Chartered Professional in Human Resources (CPHR)

Level Two Occupational First Aid

Preference given to applicants with education and/or experience in Payroll / Benefits

Successful and relevant management experience

Knowledge of conflict resolution techniques and experience with crisis intervention

Organizational skills, team leadership and the ability to facilitate team / group dynamics

Excellent oral and written communication skills, together with excellent computer skills

Experience working in unionized environments

A reliable personal vehicle

Additional employment pre-requisites are required, i.e.: Criminal Record Check, Health Certificate, Driver's Abstract, TB Test, etc.

BC Class 5 drivers' license

Applicant must be legally entitled to work in Canada.

We offer a competitive salary with an excellent benefit package.

To learn more about AiMHi, applicants are encouraged to visit our website [www.aimhi.ca](http://www.aimhi.ca)

**If this describes you, we welcome your application to join our progressive and growing Management Team!**

**Please apply by sending your current resume and cover letter to AiMHi citing the competition, position title, to C/O 950 Kerry Street, Prince George, BC V2M 5A3 or e-mail: [recruitment@aimhi.ca](mailto:recruitment@aimhi.ca)**

**This position will remain posted until it has been filled.**

***We thank all applicants for your interest; however, only short listed candidates will be contacted.***