

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

***Full Time - Human Resources Manager - Prince George, BC. Competition # 2021-227***

*AiMHi is the largest Community Living Agency based in Northern BC and has been serving our community since 1957! We have 460+ 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.*

**Our ideal candidate**

AiMHi is searching for a talented and enthusiastic Human Resources Manager who has relevant education and experience with a positive approach focusing on Employee Retention and Engagement. One needs to join a team environment that promotes AiMHi to be a high performing employer-of-choice. This includes oversight in various areas including: Specialized HR Support and Training, Health and Safety Program, HR Policies, Workforce Practices, Labour Relations, Risk Management and Early Intervention Services for our employees. We are looking for someone with the ability to demonstrate creative and skilled approaches, including new strategies and solutions in various HR areas by working independently and 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!***

**In your role, you will:**

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

**Applicants Must Have and Maintain:**

- Certified Chartered Professional in Human Resources (CPHR) or in the process of obtaining
- Level Two Occupational First Aid, or willingness to obtain
- 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 eligible to work in Canada.

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

To learn more about AiMHi, our services and our opportunities, we encourage you to visit our website at [www.aimhi.ca](http://www.aimhi.ca). We offer a competitive salary, an excellent benefit package, flexibility and a safe and inclusive workplace for all!

Please apply at [www.aimhi.ca/work-with-us](http://www.aimhi.ca/work-with-us) with your current resume and cover letter to AiMHi, and quote competition number 2021-227 and position title, or e-mail your application to [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.