



## **HUMAN RESOURCES COORDINATOR (NOC 11200)**

**Posted by:** NORTHLAND PROPERTIES CORPORATION-001 O/A NPC/SANDMAN HOTEL GROUP/SUTTON PLACE HOTEL

**Posting date:** 22-Jul-2025      **Closing date:** 18-Jan-2026

**Education:** Bachelor's degree

**Language:** ENGLISH

**Job location:** Vancouver

**Salary:** \$68,405.1 Per Year

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3798739

**Expired**

### **Job description:**

**TITLE:** HUMAN RESOURCES COORDINATOR (NOC 11200)

**EMPLOYER:** NORTHLAND PROPERTIES CORPORATION-001 O/A NPC/SANDMAN HOTEL GROUP/SUTTON PLACE HOTEL

### **Job details**

Vancouver, BC

V6J 4S5

On site

68,405.1 annually / 32 hours per week

Permanent employment

Full time

Day, Morning

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

Bachelor's degree

### Experience

1 year to less than 2 years

### On site

Work must be completed at the physical location. There is no option to work remotely.

### Work setting

Urban area

## Responsibilities

## Tasks

- Administer staff consultation and grievance procedures
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Motivate staff
- Plan and organize daily operations
- Plan, develop, implement and evaluate human resources policies and programs
- Review HR projects to assure compliance with laws and regulations
- Train staff
- Advise managers and employees on the interpretation of human resources policies, benefit programs and collective agreements
- Establish and implement policies and procedures
- Mediate labour disputes and grievances
- Oversee the classification and rating of occupations
- Plan, develop and implement recruitment strategies
- Research and prepare occupational classifications, job descriptions and salary scales
- Administer benefit employment equity and other human resources programs
- Co-ordinate employee performance and appraisal programs
- Manage training and development strategies
- Oversee the analysis of employee data and information
- Research employee benefits and health and safety practices and recommend changes
- Oversee development of communication strategies
- Oversee the preparation of reports
- Advise senior management
- Respond to employee questions and complaints
- Liaise with management, union officials and HR consultants
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Manage knowledge
- Conduct performance reviews
- Propose improvements to methods, systems and procedures
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Provide information or services, such as employee assistance and counselling

Advise job applicants on employment requirements and terms and conditions of employment

Co-ordinate and participate in selection and examination boards to evaluate candidates

Identify current and prospective staffing requirements

Collect and screen applicants

## Additional information

### Personal suitability

Flexibility

Organized

Team player

Reliability

## Benefits

- Extended family Health care, including vision, dental, and Group Life Insurance.
  - Yearly bonus opportunities.
  - Retirement Saving Plan (RRSP) after a year of employment.
  - Employee discounts across the Northland-owned hotels and resorts.
  - 25% discount at selected restaurants for up to 6 people.
  - ½ price passes/lift tickets at Grouse Mountain and Revelstoke Mountain Resort for up to 4 people.
  - Humana Care free mental health support & counselling.
  - Contribute to a unique construction model focused on teamwork and cooperation.
  - Be a valued member of a team in an organization with unparalleled opportunities.
  - Collaborative, friendly working environment with a fun and inclusive culture.
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## Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

### Support for newcomers and refugees

- Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

### Support for youths

- Provides awareness training to employees to create a welcoming work environment for youth

### Support for Indigenous people

- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

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## Who can apply for this job?

### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

## How to apply

### By email

[lbarreto@northland.ca](mailto:lbarreto@northland.ca)

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [lbarreto@northland.ca](mailto:lbarreto@northland.ca)

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