

Date posted: May 20, 2022

The Butchart Gardens is looking for an individual from within the company to fill the following maternity leave:

**DEPARTMENT: Human Resources**  
**POSITION: Human Resources & Claims Coordinator**

The Human Resources & Claims Coordinator is primarily a support position reporting to the Manager and Director of Human Resources. They are responsible for recruitment and selection, policy and procedure interpretation and compliance, processing Short-Term Disability claims, administration and record keeping,

**The successful candidate will be required to:**

- screen entry-level applications, make short-list decisions, interview and make hiring decisions based on interviews and reference checks, assign successful candidates to departments based on skill level and personality traits
- for non-entry-level positions collaborate with departments on compiling short-lists, panel interviews and collaborate on hiring decisions
- conducts company orientations
- have a knowledge of the Human Rights Act and Employment Standards Act
- have a knowledge of the WCB regulations and Act
- represent The Gardens at Hiring Fairs
- conduct reference checks on potential employees within established employment law guidelines
- liaise with schools and institutions to coordinate student placements: co-op, work experience and day shadow students
- maintain The Gardens Claims Management Program
- create and analyse reports on WCB, Short-Term Disability, paid and unpaid sick leave
- coordinate Return-To-Work program with department Directors/Managers
- participate in accident investigation information and report to WCB
- advise and interpret for managers and employees on HR policies & procedures, employment law, and benefits
- investigate and assist in resolving complaints and violations of company policy
- seek legal advice as required in the absence of the manager or director
- assist departments in maintaining the Salary Structure and Performance Appraisals
- create letters of reference and verification of income letters
- process paperwork associated with staff start-ups, terminations and wage adjustments
- administer corporate wellness, Purdy's Chocolates and other discount programs for staff
- assist in other departments as requested or required

**The successful candidate will possess the following qualifications:**

- minimum 5 years of Gardens experience
- interviewing skills
- conflict resolution training
- an excellent attitude and positive outlook
- proven ability to establish and maintain positive working relationships with all staff and work in a collaborative manner
- genuine desire and demonstrated ability to be a team player, to show initiative, and to be able to compromise
- detail oriented with exceptional organizational skills
- excellent written and verbal communication and interpersonal skills
- a demonstrated ability to work independently
- a familiarity with WCB, Employment Standards, Human Rights and TBG Policies and Procedures
- word, Excel, Outlook, Access Database, Kronos
- ability to work in a confidential environment and work with integrity

This is a full-time, year-round position covering a maternity leave for one year. Shifts will be primarily 8am – 4:30pm. Weekend work is required and occasional overtime. We will be accepting applications until May 26, 2022 at 4:30pm. Please submit a resume and cover letter to: Human Resources or email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)