



**Director of Admin
Burnaby, BC**

Reporting to the Executive Director, the Director of Administration is a key member of the leadership team and manages the overall administration functions of the organization. This position also provides oversight for human resources and supervises the Manager of People and Culture.

Administration:

- Work collaboratively with the Executive Director, Director of Finance, Director of Operations, Standards and Practice to implement the mission and vision of our agency.
- Assist the Director of Finance with annual and industry audits and reports.
- Assist in developing and executing the personnel procedures and policies, and provide guidance and interpretation for business operations.
- Ensure administration requirements for the agency are managed.
- Oversee the development of HR objectives and systems, including metrics, queries, statistical data, trends and ongoing reports.
- Identify and act on opportunities for improvement in approach, practices, processes, programs, policies, SOP's (Standard Operating Procedures), HR materials, etc. to ensure HR operations are managed in the most relevant, efficient, and effective manner.
- Ensure compliance in the admin department according to all relevant legislation with MCFD guidelines, MCFD Hub, CARF accreditation guidelines, Employment Standards, and any other related legislation.
- Enhance the company's culture through various agency plans including diversity, decolonizing practices, etc.
- Ensure regulatory requirements are met regarding employee rights, performance standards, etc.
- Support in the administration and implementation of employee performance appraisals.
- Support, develop and enhance the team's overall training and development programs.

Recruitment & Retention:

- Supervise the People & Culture Manager and support the leadership team to forecast hiring needs of the organization, and assist to manage the company applicant tracking system. On-going management of recruitment strategies.
- Support activities related to recruiting, hiring, onboarding and training.
- Provide analysis on turnover metrics within the organization.
- Oversee the administration of employee job descriptions.

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Payroll & Benefits:

- Oversee job offers and onboarding process.
- Responsible for managing the employee termination and transfer processes.
- Familiar with systems such as ADP's WorkforceNow Payroll and employee systems and documentation management system.
- Assist the Office Manager to resolve any payroll issues, as needed.
- Educate agency on group benefits programs.
- With lead team, evaluate compensation and benefits packages on an annual basis.

Employee Health & Safety:

- Identify and mitigate any potential risk; regularly keep up to date with any regulatory changes and updates.
- Manage standards required under BC Human Rights Code, PIPA BC, WorkSafeBC, Service Canada, BC Employment Standards, etc.
- Support Health & Safety Officer with the execution and implementation of health and safety policies across the programs relating to Admin.

Experience and Qualifications

- Post-secondary degree in Human Resources or Business Administration is required or a combination of 5+ years of education and experience.
- Proven success and experience in various functions of HR, with a strong focus on employee relations, and performance management.
- Resourceful mindset and strong attention to detail.
- Have a strong understanding of relevant employment legislation and laws.
- Intermediate to advanced skills in Microsoft Office, and HR Systems. Familiarity with ADP's WorkforceNow Payroll System would be an asset and experience with Sharepoint.

Personal Characteristics and Requirements

- Results-oriented professional with a high degree of integrity and strong attention to detail.
- Proven success working in administration and/or human resources department.
- Experience handling highly confidential and special information, including sensitive, strategic and organizational issues.
- Strong oral, written, listening and telephone communication skills.

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- Ability to effectively communicate HR policies, procedures and requirements and audit activities to ensure compliance.
- Vulnerable Sector Police Clearance (Ministry of Public Safety and Solicitor General) and maintenance of clearance requirements during the course of employment.
- Fully vaccinated.

Salary and Benefits:

Competitive salary depending on experience – Range \$40.00 - \$50.00 per hour

We provide an attractive benefits package that includes vacation and sick time, 100% employer paid extended medical and dental benefits, company pension after completion of one year of service.

Permanent, full-time salaried position working 35 hours per week.

St Leonard's Youth and Family Services Society (dba STLEO) is a not-for-profit organization in the Lower Mainland in BC serving children, youth, and families in need. STLEO has been providing the community with social service programs since 1967.

We thank all applicants, however, only candidates selected for an interview will be contacted.

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