



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

Location : Vancouver

Salary : \$68,405.1 Per Year

Job Requirements

- **Education:** Bachelor's degree
- **Language:** ENGLISH
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1284277

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.

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

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

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

Posted on Disabled job Portal