

HR, Payroll and Benefits Administrator

Chard Development is an urban real estate development firm based in Vancouver, BC. We specialize in the development of condominium, rental and commercial projects in Metro Vancouver and Greater Victoria. Chard is constantly growing with approximately 15 projects currently in development or under construction. We're obsessive about quality, and we work hard to exceed expectations. We know what it means to "roll up our sleeves" and we're committed to working as a team to get the job done.

Our corporate culture values relationships over transactions and prioritizes results for homeowners, investors, partners and communities. We rank accountability, integrity and initiative near the top of our must-haves list. At Chard, we set rigorous expectations but ensure team members have the right tools and mentorship to succeed. We believe that great ideas come from many sources—and give credit where it's due.

We're looking for a **HR, Payroll and Benefits Administrator** with drive, creativity, energy, and a positive personality to fit with our amazing team.

What You'll Be Doing:

- Reporting to the General Counsel, provide consultation on a broad range of HR matters including: employee relations, recruitment, benefits, compensation, performance management, training and development, rewards and recognition
- Draft, update and maintain company policies in accordance with regulatory standards, company procedures, employee programs and educate all staff accordingly
- Initiate recruitment for company vacancies, including consulting with hiring managers on their needs, creating and maintaining job postings on online platforms (ie. LinkedIn, Indeed) and company website, screening resumes, interviewing potential candidates and checking references
- Draft employment agreements and amendments, employment letters and all other related documentation
- Create, manage and administer the employee onboarding process with all new hires
- Administer the company group benefits program, including enrolments, terminations and changes, addressing inquiries and resolving issues that arise and educate employees on the group benefits program. Initiate and manage the annual group benefits renewal process.
- Coordinate the company's performance management program, including probation and annual performance reviews
- Track employee bonuses, salaries and total compensation for year-end reconciliation
- Track all paid and unpaid leave (i.e. sick time, vacation time, etc.)
- Assist the Accounting Team with tracking and managing semi-monthly payroll adjustments, ensuring timely and accurate processing of payroll
- Track employee benefits contribution amounts and payroll deductions
- Set up new employees on payroll system, processing of payroll forms including ROE's
- Manage all company HR records and internal company information, ensuring HR records and company information is up to date
- Draft and deliver internal company communication
- Organize employee appreciation events

- Provide supervision and back-up support to the Office Manager/Executive Assistant, Senior Director of Accounting, Vice President of Finance and Corporate Reporting and General Counsel as required.

What We're Looking For:

- Bachelor's degree, preferably with a focus on Communications or Human Resources.
- Minimum 1-2 years' progressive HR or Administrative experience.
- Proven leadership ability to engage and motivate a dynamic team is an asset.
- Self-motivated, driven to succeed, strong business acumen, with the ability to work with minimal supervision.
- Demonstrated problem-solving skills, including negotiation and conflict resolution.
- Experienced in handling confidential company information and ability to ensure and maintain strict confidentiality of all internal company and personnel information
- Excellent organizational and time-management skills.
- Strong critical thinking and analytical problem-solving acumen.
- Team player with good collaborative skills and the ability to quickly adapt to change; can positively impact both strategic and tactical initiatives.
- Outstanding communication skills, both oral and written, with the ability to effectively communicate with all levels within the company.
- Enjoys a fast pace and dynamic work environment.
- Internet savvy and fluent in MS Office, experience with payroll systems (ie. Ceridian, Sage) is an asset.

This role may be considered for either a part-time or full-time employment basis.

Chard Development offers competitive wages and benefits, including extended health, vision and dental.

If you meet the requirements and are interested, please submit your resume and cover letter, along with your preference for part-time or full-time employment to careers@charddevelopment.com. We thank all applicants who apply, but only those who are qualified may be contacted.