

**Date:** Friday, March 22, 2024  
**Job Title:** Employee Services Manager  
**Job Description:** As attached/linked  
**Current Assignment:** Administration  
**Rate of Pay:** \$35.27/hour to start  
**Start Date:** April 2024  
**Hours of Work:** Full-time; Mon-Fri 0830-1600  
**Qualifications:**

- Applicants must have proof of double vaccination for COVID-19 on file or provide proof of double vaccination for COVID-19 to be considered for this position.
- Five (5) years in administrative and human resources management and/or a degree in Business Administration preferred, or a combination of related education/experience can be considered.
- Supervisory experience.
- Extensive knowledge of office systems and procedures.
- Experience in staff scheduling, human resources, and quality assurance.
- Extensive experience with data and file management.
- Experience with and knowledge of Microsoft 365, SharePoint, Word, and Excel.
- Experience with various payroll and HR information management systems.
- Experience with ComVida Employee Management and ShareVision Information Management Systems is an asset.
- Excellent written and oral communication skills.
- Work experience with people with diversabilities, and demonstrated suitability to promote dignity, independence, and community inclusion of the people served by the Association.
- High standard of professionalism.
- Incumbent is responsible for ongoing conditions of employment as deemed necessary for job requirements (i.e. first aid, driver's licence, criminal record checks).

**Required Skills:**

- Ability to relate effectively to persons with diversabilities.
- Excellent time management and organizational skills; ability to multi-task.
- Ability to document and manage information effectively.
- Demonstrated ability to work independently and to take initiative.
- Ability to work as an effective team member.
- Valid BC driver's license.

**Closing Date/Time:** Friday, April 5, 2024 at 1600  
**Posting Number:** 1630  
**Attention:** NACL Applications  
[applications@nanaimoacl.com](mailto:applications@nanaimoacl.com)

- Note:**
- 1) This posting is considering both internal and external applicants.
  - 2) **Please provide relevant info with your application** (listings of skills, certifications, education, courses attended, and experience – production of documents may be required).
  - 3) **Please refer to the above mentioned posting number (1630) when applying for this position. Applications without the noted Job Posting Number will not be accepted.**
  - 4) Please note, if an external applicant is awarded a temporary position, they will remain as a casual employee upon completion of the awarded temporary posting.
  - 5) Applications are to be submitted by e-mail to [applications@nanaimoacl.com](mailto:applications@nanaimoacl.com). Please note that you will receive a reply by e-mail within 1-2 business days to confirm that your application has been received by our HR Department. **Please retain the reply for your records as proof of your application.** If you do not receive a reply, please contact Marlena Stewart (Executive Assistant) by e-mail at [marlena.stewart@nanaimoacl.com](mailto:marlena.stewart@nanaimoacl.com), or by phone at 250-741-0224, ext. 224.
  - 6) **Only shortlisted applicants will be contacted further.**

*This position is EXEMPT (non-union).*