



**Position:** People & Culture Generalist  
**Reports To:** Manager, People & Culture  
**Contract Type:** Indefinite, Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, collaborative and results-driven individual for the position of People & Culture Generalist. We are proud and honoured to have been recognized as one of BC's Top Employers for a fourth consecutive year in 2023. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.*

### **Job Summary**

The People & Culture Generalist is accountable for a diverse set of responsibilities across all areas of the People & Culture (P&C) function, while being a key contributor in the successful delivery of P&C initiatives that align with our core values and support CPABC's vision and mandate. This role will provide the opportunity to hone your skills in every stage of the employee's career lifecycle; from recruitment, to talent development. Through enabling the P&C function to continue delivering on our people-first culture, you will ensure CPABC continues to be recognized as a Top Employer.

### **Key Responsibilities:**

- Actively participate in P&C's strategy planning, assisting with the build-out, completion, maintenance and continuous improvement of P&C programs;
- Manage, organize and conduct our new employee onboarding process, including preparing orientation materials, delivering P&C orientation sessions, and scheduling training sessions;
- Compile new hire documents and complete data entry or new hire information into our HRMS, ensuring employee documents are accurate and completed in a timely manner;
- Provide guidance and support to employees while responding to all general inquiries (e.g. HRMS, policies, processes, procedures, shared P&C inbox, etc.);
- Support the upkeep of our HRMS, including updating and maintaining employee information;
- Maintain the P&C SharePoint site and the P&C staff intranet;
- Participate in recurring project initiatives (e.g. employee surveys, awards, etc.), as well as general and ad-hoc P&C projects and initiatives;
- As required, support our Talent Acquisition Partner with various full-cycle recruitment activities;
- Compile, analyze and report on various P&C metrics, including conducting and reporting on exit interviews;
- Draft a variety of employee letters (e.g. change letters, employment verification letters, leave of absence letters, etc.);
- Support CPABC's culture through active participation in the social committee and other social initiatives;
- Represent P&C on the Joint Occupational Health and Safety (JOHS) committee;
- Provide benefits administration support, as required;
- Other duties and responsibilities as assigned.

### **Key Requirements:**

- Bachelor's Degree in Human Resources or Business Administration, or equivalent experience;
- CPHR or equivalent designation would be an asset, but is not essential;
- Three (3) to five (5) years of progressive Human Resources experience;
- High level of initiative with a focus on applying HR knowledge in the development of HR programs, procedures and streamlining processes;
- Prior experience maintaining an HRMS;
- Familiarity with employee survey tools (e.g. Culture Amp, Survey Monkey, etc.);
- Intermediate to advanced proficiency with the MS Office Suite (including SharePoint), and Adobe Professional DC;



- Exceptional analytical and organizational skills with strong attention to detail;
- Customer service focused with the ability to handle confidential and sensitive information
- Excellent interpersonal, communication and presentation skills, both verbally and written.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). This posting will remain open until filled.

We thank all candidates who respond; however, only those selected for an interview will be contacted.

**Why join our team?** CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

#### **About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 39,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a fourth consecutive BC Top Employer award in 2023.*