



## It Feels Good to be Part of the Co-op Team

That's because Peninsula Co-op is retail with a difference. Being member owned, we focus our profits on giving back through yearly rebates, by supporting many community initiatives and by sharing profits with our staff. Experience the Co-op difference and apply today.

### Part-time Human Resources Assistant

Peninsula Co-op has been serving our member-owners since 1977 and we have ambitious plans to continue growing the business on Vancouver Island. This is a part-time, year-round position based in our business office in Central Saanich, part of Greater Victoria.

#### Responsibilities:

The Human Resources Assistant provides clerical and administrative support to the Human Resources department. Duties include compiling, updating and filing employee training and other records, booking training events, preparing event registration lists, assisting facilitators in preparing for training sessions, processing invoices, preparing presentations and materials for staff meetings, posting job ads and reviewing resumes, tracking benefits eligibility and preparing offer packages, coordinating company-wide staff events, updating the staff website, providing content to Marketing for social media posts, responding to phone and email enquiries, ordering supplies and other duties as required.

#### Qualifications:

- ✓ A strong fit with Peninsula Co-op's culture,
- ✓ A personable and professional demeanor, with strong communication skills,
- ✓ Adept at problem-solving,
- ✓ Attention to detail,
- ✓ Ability to prioritize, organize and time manage effectively,
- ✓ Strong computer skills – MS Office (Word, Excel, PowerPoint),
- ✓ Office experience is an asset,
- ✓ Enrolment in a Human Resources diploma or degree program is an asset.

#### Benefits

Being a member owned Co-op, we focus our profits on giving back through yearly member-owner rebates, supporting many community initiatives and sharing profits with our staff. Co-op team members enjoy flexible hours, profit sharing, fitness memberships / reimbursements, social activities, volunteer opportunities, staff student awards, tuition reimbursement, and opportunities for advancement. We are committed to every staff member enjoying their experience and developing important life and career skills. We reward hard work, commitment and results.

#### Reports to: Human Resources Manager – Toni Stansfield

If you have any questions about this position please contact Toni Stansfield, Human Resources (250-544-2941) or visit our website Employment page, [www.peninsulaco-op.com](http://www.peninsulaco-op.com).

#### How to Apply

Please email your cover letter and resume to our Human Resources department by Monday, April 8, 2019.

By email: Via the link from this website

On-line: [www.peninsulaco-op.com](http://www.peninsulaco-op.com)

By mail: Peninsula Co-op, 1 – 2132 Keating X Road, Saanichton, BC V8M 2A6 Attention: Human Resources

By fax: 778-351-1110

Date posted: March 21, 2019

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COMMUNITY MINDED.**