



## Human Resources Advisor

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife. The firm is recognized and respected by its peers in legal and business publications and was recently named one of **BC's Top Employers for 2021**. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is currently seeking a Human Resources Advisor to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work in our Human Resources Department. The regular working hours for this position are Monday – Friday, 8:30am – 4:30pm.

### Standard Responsibilities

- Liaise with staff on various HR issues including policies and procedures
- Administer the annual staff performance reviews
- Process time-off requests and coordinate assistance for lawyers when staff are absent or when overflow is required (weekly and daily staffing)
- Maintain HRIS system (BambooHR) ensuring data integrity
- Floater Legal Assistant supervision
- Coordination of New Hire administration and on-boarding
- Participate in termination processes as required
- Coordinate yearly HR events (Flu Vaccinations, Staff Appreciation Week, Take Your Kids to Work Day, Annual Year End Party etc.)
- Participate in staff recruitment (update job descriptions, post jobs, screening)
- Addresses any concerns and provide information regarding HR policies and procedures
- Active participation in Occupational Health and Safety and Emergency Response Committees
- Perform other duties as required

### Qualifications

- A Post-Secondary Education and/or completion of HR Certificate or Diploma program
- Minimum 2+ years' working experience in Human Resources Administration
- Experience within a professional services firm is an asset
- Knowledge and experience with HRIS systems is an asset
- Proficient in Microsoft Office Applications
- Excellent communication, organization and presentation skills
- Proven ability to establish and maintain effective working relationships with all levels of the firm



- Effective interpersonal skills
- Able to act tactfully and with discretion when dealing with confidential matters
- Able to maintain a positive and professional attitude and disposition
- Proven ability to prioritize and manage competing demands with a high level of attention to detail and accountability
- Strong verbal and written English communication skills
- Ability to work independently as well as part of a team

If you are a professional, hardworking team player with a positive outlook and would like to share your expertise with us, please submit your resume with a cover letter to **Raj Sidhu, Director of Human Resources** at [rsidhu@lawsonlundell.com](mailto:rsidhu@lawsonlundell.com).

Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits:** extended health, dental, vision, out of country, life, AD&D
- **Fitness Benefit:** reimbursement for fitness equipment or fitness membership
- **Paid Time Off:** vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year
- **Financial Benefits:** defined contribution pension plan matched by the firm, RRSP, TFSA, year-end bonuses and an employee referral bonus program
- **Fun Environment:** annual year end party, happy hours, staff appreciation week, and many other social events
- **Flexible work hours**
- **Awards:** long term service and bonus vacation awards

#### **What to expect**

- A commitment to diversity and inclusiveness; we believe that fostering a diverse and inclusive workplace benefits both our firm and clients
- An environment where constant learning is encouraged
- A fun and collaborative work environment
- A team of unique individuals who will help take your skills and experience to the next level
- A commitment to providing a discrimination-free and harassment-free workplace environment

We support equal opportunities for all applicants and encourage all people of visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply.

**Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.**