



Welcome to JDR Pacific Ventures Ltd. We are a West Coast owned float plane operator located on the Sunshine Coast, operating as Sunshine Coast Air, Tofino Air and Long Beach Aviation. We operate daily flights to Vancouver and Vancouver Island, as well as scenic tours and charter services around the beautiful West Coast of British Columbia.

We are seeking a motivated and enthusiastic individual to join our team as a Human Resources Coordinator.

This role is offered on a part-time permanent basis of 28 - 32 hours per week (will fluctuate seasonally). This role is a hybrid remote role, working predominantly remotely as well as required in office with the management team. Transportation between the Sunshine Coast can be arranged for in-office days between either Vancouver or Nanaimo as required by the management team.

RESPONSIBILITIES

- Assisting with recruitment, such as posting job openings, screening applications, scheduling interviews, and handling initial communications with candidates
- Maintaining accurate employee records by updating databases with new hires, terminations, leaves, transfers, and other changes
- Preparing and processing new employee documentation, including onboarding paperwork, payroll details, and benefits enrolment
- Supporting payroll administration by verifying timesheets, tracking attendance, and coordinating with payroll staff for accurate processing
- Responding to employee inquiries related to benefits, company policies, and HR procedures, while fostering a positive, open line of communication
- assisting with organizing training and development sessions for employees, helping track attendance, Feedback, and compliance with ongoing learning initiatives
- Coordinating employee offboarding processes, including conducting exit interviews and updating records to ensure compliance
- Assisting the management team with HR related projects

QUALIFICATIONS AND SKILLS

- Previous experience working in a Human Resources role
- Knowledge of Canada Labour Law, employment standards, and workplace compliance
- Knowledge of Federally regulated companies
- Strong organizational and time-management abilities
- Excellent communication and interpersonal skills for working with various departments and employees
- Confidence with problem-solving and conflict resolution experience
- Attention to detail with strong data entry skills for maintaining organized, accurate records
- Proficiency with Windows based applications, including Office 365 & Microsoft Teams
- Proficiency in English, with strong verbal and written communication skills



In addition to salary, some company benefits include complimentary flights, Family rates, onsite staff parking (Sechelt base). Extended health benefits are available for this role after a probationary period of 90 days.

HOW TO APPLY

Email your cover letter and resume to careers@sunshinecoastair.com for all expressions of interest. We thank all applicants for their interest; however not all candidates will be contacted.