



People and Culture Coordinator – Vancouver

FIRM OVERVIEW

Anchored in our purpose to help clients achieve their financial goals, Odlum Brown has remained an independent, full-service investment firm for 100 years. Wholly owned by its team members, the firm continues its tradition of leadership in the financial community as one of BC's most respected investment firms.

We are honoured to be nationally recognized as one of Canada's Best Managed Companies and one of Canada's Most Admired™ Corporate Cultures, and to share the achievement of a century in business with our valued team members, clients and communities.

CULTURE AND VALUES

Guided by a set of timeless core values – Clients First, People, Accountability, Independence, Integrity and Community – we are very proud of the vibrant culture that we have built and sustained for many years. These values are the cornerstone of our culture and the principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. A recipient of the Canada's Volunteer Award from the Government of Canada, we are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

Do you thrive on interacting with people and obsess over detail? We're looking for someone like you for our People and Culture Coordinator role in the Vancouver office.

You will be responsible for a full range of People and Culture related responsibilities, from positively impacting the employee experience, onboarding, administering policies and employment changes, managing HRIS data and preparing reports, to supporting our programs.

RESPONSIBILITIES

- Represent the People and Culture team as the first point of contact for team member inquiries
- Prepare documentation, including employment agreements/verifications and addendums and welcome packages



- Maintain accurate and up-to-date data in the HRIS platform
- Update and maintain policies and information on the intranet, websites and with vendors
- Produce, distribute and audit standard and ad hoc HRIS reports to support business needs
- Assist with special projects, including active participation in short-term and long-term initiatives, as well as identifying opportunities for continuous improvement

KNOWLEDGE AND EXPERIENCE

- Minimum three (3) years of People and Culture experience
- Post-secondary diploma or degree in human resources, administration or related discipline
- Highly proficient in MS Office (Word, Excel, PowerPoint and Outlook)
- Experience working with an HRIS platform (Ceridian Dayforce is an asset)
- Excellent verbal and written communication and relationship building skills
- Exceptional client service orientation, organizational skills and attention to detail
- Strong ability to prioritize tasks and competing priorities
- Ability to exercise sound judgment, discretion, confidentiality and adapt to changing demands
- Reliable team member with a positive and proactive attitude; able to follow through challenges to resolution
- Self-starter and continuous learner with the capacity to work independently, along with flexibility and willingness to assist others

At 100 years young, our team is growing, and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to careers@odlumbrown.com by **April 10, 2023**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.