



Job Posting

Talent Acquisition, HR Coordinator

Located in the North Thompson Valley, **Simpchw Resources Group** is a community-driven organization dedicated to creating sustainable economic opportunities within the Simpcw'ulécw (Simpchw Territory). Guided by respect for the land, environment, and Simpcw culture, we deliver environmental, management, and operational services across a range of industries. We are committed to fostering self-sufficiency, supporting long-term community growth, and balancing economic development with environmental stewardship by being the major contractor and competing for work in both the public and private sectors.

Reporting to the HR Manager, Simpcw Resources Group is seeking a **motivated** and **detail-oriented Talent Acquisition, HR Coordinator**, based in the Barriere office, to support the employee lifecycle with a primary focus on full-cycle recruitment, onboarding, and HRIS administration. This role is ideal for an early-career HR professional who has developed a strong foundation in recruitment and employee administration and is ready to take ownership of talent acquisition, BambooHR administration, and new hire onboarding across the organization. Working closely with hiring managers and the HR team, the Talent Acquisition, HR Coordinator will help deliver an exceptional candidate and employee experience across all business units.

Our ideal candidate has the **following qualifications**:

- Post-secondary education in Human Resources, Business Administration, or a related field.
- **2-4 years of Human Resources experience**, with **demonstrated experience** supporting full-cycle recruitment, candidate screening, interviewing, onboarding, and employee administration.
- **Experience partnering with hiring managers to develop job descriptions, coordinate hiring processes, evaluate candidates, and support selection decisions.**
- Strong understanding of recruitment best practices and employment-related legislation.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent attention to detail and commitment to maintaining confidentiality.
- Experience working with HRIS platforms, preferably BambooHR.
- Strong communication and interpersonal skills with a service-oriented approach.
- Confidence and professional judgment when interacting with candidates, employees, and leaders.
- Experience administering employee benefits and pension programs is considered an asset.
- Experience working with Indigenous organizations or communities is considered an asset.

In this role you will:

Recruitment & Talent Acquisition (Primary Focus)

- Own and coordinate the full-cycle recruitment process across multiple business units.
- Partner with hiring managers to develop, maintain, and update job descriptions and hiring profiles.
- Create, post, and maintain job advertisements through various recruitment channels.
- Manage candidate communications, screening coordination, interview scheduling, and recruitment logistics.
- Review resumes and conduct initial candidate screening to assess qualifications and suitability.
- Participate in interviews alongside hiring managers and provide recruitment guidance throughout



the hiring process.

- Maintain candidate records, recruitment workflows, and hiring pipelines in BambooHR.
- Prepare offer letters, employment agreements, and pre-employment documentation.
- Monitor recruitment activity and support workforce planning efforts.
- Help promote Simpco Resources Group as an employer of choice.

Onboarding & Orientation (Primary Owner)

- Lead and coordinate the onboarding process for all new hires.
- Facilitate and deliver HR orientation sessions to ensure a positive and engaging employee experience.
- Coordinate new hire documentation, system access, equipment requests, and onboarding requirements.
- Assist in scheduling and coordinating Safety and Environmental Orientations.
- Ensure completion and tracking of required onboarding documentation, certifications, and training.
- Continuously improve onboarding materials and processes.

HRIS Administration (BambooHR Ownership)

- Serve as the primary administrator for BambooHR.
- Maintain accurate employee records and organizational data.
- Process employee lifecycle transactions, including hires, transfers, leaves, terminations, and employee changes.
- Generate HR reports and support audits, compliance requirements, and workforce reporting.
- Ensure data integrity and support ongoing HRIS improvements and process efficiencies.

HR Administration & Team Support

- Respond to general employee and manager inquiries.
- Administer employee benefit and pension programs, including enrollments, changes, terminations, and related documentation.
- Maintain HR documentation, digital files, and systems.
- Assist with HR initiatives, training programs, internal communications, and policy updates
- Escalate complex employee relations matters to the HR Manager.
- Support consistent execution of HR processes across all business units, including forestry, retail, construction, infrastructure, and hospitality operations.

What's in it for you?

- **Competitive total compensation:** You'll earn a competitive salary based on your experience and expertise. The expected base salary range for this position is **\$60,000 - \$75,000** per year
- **Supportive, team-first culture:** Join a positive, collaborative team where your contributions are valued and your voice is heard.
- **Comprehensive benefits:** Extended Health & Dental coverage to support your well-being.
- **Retirement savings support:** Employer-matched Registered Pension Plan (RPP) program to help you plan for the future.
- **Cell phone reimbursement:** Receive \$20/ pay period to stay connected.
- **Work-life balance in a great location:** Based in our Barriere, BC office, enjoy the benefits of small-town living with access to outdoor recreation and a strong community.
- **Relocation support:** If you're moving to join us, dependent on eligibility, we help make the transition easier, including relocation assistance and community connections so you can quickly feel at home.



- **Career growth & development:** We invest in your future with on-the-job learning, formal training opportunities, and reimbursement for relevant tuition and professional memberships.
- **A workplace where you belong:** Be part of a positive, innovative, and inclusive environment where you can grow your career and make an impact.

Build your future with Simpcw Resources Group

If you're looking for an opportunity to lead a unique and growing retail and food services operation while contributing to a sustainable, community-focused organization, there's no better place than **Simpchw Resources Group**.

Rooted in Simpcw values, we are committed to responsible land stewardship, economic development, and creating opportunities that benefit future generations. Here, your work has **purpose, impact, and connection to the North Thompson community**.

You will be a part of a team that is **collaborative, innovative, and proud of the work we do across Simpcw'ulécw (Simpchw Territory)**.

We're growing—and we want you to grow with us, apply today.

Application Process

The Company is committed to supporting employment opportunities for Simpcw First Nation members. Every effort will be made to notify and encourage applications from qualified Simpcw First Nation members prior to or concurrent with broader recruitment efforts. Applications from Simpcw First Nation members will be strongly considered and evaluated based on the qualifications, skills, experience, and operational requirements of the position.

Interested applicants are encouraged to apply online via [Careers Opportunities at Simpcw Resources Group » Join Our Team](#).

About Simpcw'ulécw (Simpchw Territory) & the North Thompson Valley

Located along the North Thompson River, **Barriere and the surrounding region offer a lifestyle that's hard to find anywhere else**, where natural beauty, outdoor recreation, and community connection come together.

Here, you can enjoy:

- Direct access to **lakes, rivers, and backcountry wilderness**
- Year-round recreation like **hiking, fishing, snowmobiling, and skiing**
- A **welcoming, close-knit community** with local events, markets, and traditions
- A more relaxed pace of life with **space to breathe and room to grow**

And when you need it, **Kamloops is just 45 minutes away**, offering expanded amenities, healthcare, and entertainment, giving you the **best of both small-town living and city access**.

Curious what life is like here? Watch these short videos to experience Barriere and the North Thompson Valley: [Barriere](#) | [Lower North Thompson Valley](#) | [Wells Gray Provincial Park](#) | [North Thompson Fall Fair & Rodeo](#)

Additional Information



Certain client worksites may require pre-site-access drug and/or alcohol testing as a condition of access to the worksite. Where such testing is required, the Employer may schedule and coordinate the testing process, and you will be required to comply with all applicable site-access requirements before attending the worksite.

Thank you for your interest in Simpco Resources Group. Only candidates selected for an interview will be contacted. Preference may be given to qualified applicants of Indigenous ancestry, in accordance with applicable employment equity legislation.