



HUMAN RESOURCES & ADMINISTRATION COORDINATOR

Pacific Coast Terminals Co. Ltd. (PCT) provides world class, bulk materials handling solutions for Western Canadian sulphur and other bulk commodity customers through innovation, the right people, corporate conscience and service excellence. PCT has built a corporate culture that promotes honesty, integrity, and respect, prioritizing safety for team members and work sites. Employees enjoy a competitive and extensive compensation plan with the ability to foster personal and professional growth.

Reporting to the Controller, and working across the organization, the Human Resources and Office Coordinator is responsible for an array of duties, including general office administration, human resource oversight, payroll and benefits, event coordination, external communications, and community relations. The ideal candidate will have excellent communication skills and be computer literate with a strong attention to detail and commitment to clerical accuracy. The Human Resources and Office Coordinator will have familiarity with website maintenance and online social networking. This position is full-time and located in Port Moody, BC.

The successful candidate will have relevant post-secondary education with a minimum of 5 years of experience, including knowledge of basic human resources, payroll and benefits management, and accounting principles. Certification and/or training with the Canadian Payroll Association would be an asset. The successful candidate will be service-focused with advanced problem-solving and interpersonal skills.

Should you be interested in learning more about this unique opportunity with Pacific Coast Terminals, please contact Paul Phillips at 604-998-4032 or forward your resume, a letter of introduction and the names and contact information for three references, in confidence, to cleartalent@hwest.ca. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.

