



People and Culture Coordinator – Vancouver

WHO WE ARE

Anchored in our purpose to help clients achieve their financial goals, Odlum Brown has remained an independent, full-service investment firm for over 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, ever-evolving culture that we have built over the 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 – all with diverse backgrounds and experiences to share from around the globe. 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 a 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

We have an opportunity for a People and Culture Coordinator to join our award-winning firm in the Vancouver office.

WHAT YOU'LL DO

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. If you thrive on people relationships and are action-oriented and detail obsessed; this role is for you.

RESPONSIBILITIES

- Represent the People and Culture team as the first point of contact for team member inquiries
- Prepare documentation, including employment agreements, addendums and welcome packages
- Maintain accurate and up-to-date data in the HRIS platform
- Update and maintain programs, 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
- Identify opportunities for continuous improvement and growth

COMPETENCIES

- *Advising and Coaching* – Able to listen actively to understand stakeholder needs and clarify challenge and share basic recommendations or advice based on predefined practices, tools, knowledge base or assets
- *Analysis* – Able to analyze both qualitative or quantitative data to identify key themes, insights or issues, or support decision making
- *Assessment* – Able to gather basic information needed for evaluation, identify straight-forward strengths, gaps or barriers in options and contribute to preliminary assessment using predefined benchmarks or criteria
- *Business Partnering* – Able to assist in gathering information about stakeholder goals and challenges, build initial relationships with leaders and stakeholders through clear communication and support basic collaborative efforts by applying foundational functional knowledge
- *Change Management* – Able to assist with documenting and organizing change management plans with guidance, communicate basic change information to stakeholders and answer straightforward questions and identify and report initial resistance or challenges during change initiatives
- *Human Resources Management* – Able to perform basic HR tasks following established policies, provide support for straightforward HR processes and demonstrate awareness of core HR principles and best practices
- *Project Management* – Able to manage standard projects independently, ensure timelines are met, address minor project challenges and risks effectively and collaborate with teams to achieve project objectives

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 Microsoft 365
- Experience working with an HRIS platform (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

WHAT WE OFFER

A culture of openness, collaboration and respect is foundational to our firm. We are a diverse, driven group of individuals who genuinely care about one another and encourage and appreciate each other's contributions. We believe in rewarding team members and do this by providing a competitive total rewards package that is fair and equitable; mentorship programs; flexible work options; and a variety of professional development opportunities to expand your career. This role has an expected salary of \$60,000 - \$70,000/year, plus the potential for bonuses.

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 role, we invite you to submit a cover letter and resume to careers@odlumbrown.com by **February 7, 2024**.



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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.