



Human Resources Manager - Job Posting

Job Posting Date: November 4, 2025

Position Title: Human Resources Manager

Position Type: Part time to full time. Monday - Friday

Wage: Competitive wages start between \$34.00 - \$38.00 per hour based on professional experience, education, and personality qualities

Posting Summary:

Pivot Point is seeking a dedicated and experienced HR Manager to lead our Human Resources team and support all personnel matters for employees and contractors across the organization. This role oversees full-cycle HR processes, including recruitment, onboarding, performance management, and policy implementation. The HR Manager will write and maintain job descriptions and postings, develop evaluation tools, and ensure alignment with organizational goals and compliance standards.

Working closely with the Directors, the HR Manager will help shape Pivot Point's ongoing growth and evolution, fostering a culture of innovation, professionalism, and compassion. This position requires strong leadership, organization, and communication skills — and a genuine passion for helping others reach their full potential.

Are YOU someone who....

- Is highly organized, able to manage competing priorities, and thrives in a fast-paced environment?
- Can maintain meticulous records while balancing urgent tasks and long-term projects?
- Excels at problem-solving and developing creative, effective action plans?
- Is an empathetic and motivating leader, teacher, and communicator — with a sense of humor?
- Builds strong working relationships with employees and management alike?
- Balances organizational needs with the well-being of staff?
- Can make tough but fair decisions and serve as an agent of positive change?
- Embraces our mission: *to help create the turning point in people's lives that gives inspiration and focus to personal growth and success?*

If this sounds like you — we'd love to meet you!

Duties and Responsibilities

- Provide professional leadership, guidance and mentorship to HR Coordinators and Assistants to foster excellence and career fulfillment.
- Write and maintain job descriptions, ad drafts, job postings
- Support or lead recruitment efforts, including candidate screening, interviewing, reference checks, and selection.
- Oversee and enhance new hire orientation and administrative training.

- Administer employee benefits, company email accounts, and HR systems (CareWebs).
- Manage daily communication with regional and program leaders to support HR needs, policies, training, performance reviews, and other personnel matters.
- Collaborate with the Accounting Manager to ensure accurate payroll, timesheets, wage changes, and records of employment.
- Support the implementation of new policies, procedures, and organizational initiatives.

Qualifications

- Minimum two years of formal post-secondary education in advanced HR practices.
- At least five years of full-time experience in HR management or leadership roles.
- Strong knowledge of the BC Employment Standards Act, Human Rights Code, and other applicable labour laws.
- Proficiency with Google Workspace (Gmail, Docs, Sheets) and other HR-related software.
- Exceptional written and verbal communication skills, including grammar, clarity, and professionalism.
- Private home office with reliable high-speed internet and a dedicated, confidential workspace.
- Access to a vehicle and ability to travel within the Lower Mainland up to four times per year, and occasionally elsewhere in BC (e.g., Vancouver Island, Kamloops, Prince George).
- Clear Criminal Record Check required.

Working Conditions:

- Primarily a home-based role, with a strong need for a private, distraction free workspace.
- Standard weekday hours with occasional early evenings or weekend availability as needed.

Why join the Pivot Point team?

Pivot Point specializes in ***intensive therapeutic interventions*** for children, teens and adults with Autism and other diverse abilities - throughout BC. This might be YOUR opportunity to join a quality administrative team – and work mainly from home – so you can move YOUR career to the next level.

If you have a passion for excellence in Human Resource Management and want to help others shine, then join Pivot Point so we can work together to create positive change!

To apply, please visit <http://pivotpoint.ca/apply-now> to upload your resume and submit an application.