



At Mosaic, we believe in responsible, sustainable forestry with a long-term management philosophy. We aspire to be the Asia-Pacific leader in sustainable timberlands management, optimizing long-term returns for our shareholders.

The Opportunity

Mosaic is growing and seeking an **HR Coordinator** to work out of our Nanaimo office on Vancouver Island, British Columbia.

The Role

Reporting to the Director, People, the HR Coordinator will provide employee life cycle related administrative support services. Specific responsibilities include but are not limited to:

- > Administering HR programs;
- > Providing HR policy, program and process interpretation, guidance and support;
- > Maintaining employee records and files, HR policies, practices and procedures including monitoring compliance and ensuring the timely communication of changes;
- > Maintaining the Human Resources Information System (UKG) and associated modules;
- > Coordinating and supporting annual performance management, compensation, succession planning and employee giving cycles;
- > Compiling HR analytics, reports and presentations to support HR initiatives, projects and internal/external reporting requirements;
- > Providing internal communications support;
- > Coordinating and facilitating recruiting, onboarding and offboarding activities; and
- > Coordinating and supporting HR related training activities.

Required Skills and Experience

- > Certificate, Diploma or Degree in Business Administration, Human Resources or equivalent;
- > 2+ years' HR or office administration experience or equivalent;
- > Experience using a Human Resources Information System is preferred, but not required;
- > Excellent communication and interpersonal skills;
- > Strong attention to detail;
- > Strong writing and proofreading skills;
- > Ability to manage deadlines under pressure; and
- > Proficiency with Microsoft Word, PowerPoint and Excel.

What You Get

We offer a highly collaborative, respectful, and innovative work environment where employees are empowered with high levels of role autonomy and the ability to make decisions and lead change. Our pay-for-performance compensation philosophy is a key driver of our culture and includes competitive compensation and benefits, a bonus based on individual and company performance, a company funded defined contribution pension plan, paid vacation, a health and fitness reimbursement program and a variety of other benefits and perks.

To Apply

Please submit your cover letter and resume to careers@mosaicforests.com by October 29, 2021. Use "HR Coordinator – YOUR NAME" in the subject line.

About Mosaic

We manage our forest lands from seed to log with a staff of 150 employees and a production crew of 65 people, complementing our extended contractor network of close to 2,000 year-round workers.

Operating for over a century on Vancouver Island and coastal BC, we are Canada's largest private timberland producer. We take pride in our landbase and have a long-term view of managing our trees and the eco-systems in which they grow.

Mosaic is a leader in deploying technology in the forest sector to improve safety and environmental outcomes, as well as improve productivity and was a founding member of Canada's Digital Technology Supercluster.

Our primary operations are based on beautiful Vancouver Island, where great weather and an inviting landscape offers numerous recreational activities including mountain biking, skiing, camping, hiking, hunting, fishing, boating, and more!

We employ top talent from diverse backgrounds across a variety of disciplines. Our inclusive organization is relatively flat and empowers employees to deliver results, be creative, and take initiative. We are an equal opportunity employer committed to diversity and inclusion and welcome all interested applicants to apply.

To learn more, visit MosaicForests.com.