



Advanced Solutions

a DXC Technology Company

Human Resources Technician 12 month term – Maternity Leave Backfill Exempt

Why Choose Us?

Where will a career with Advanced Solutions take you? To the leading edge of information technology, working with industry partners from around the world. At Advanced Solutions you will work with outstanding people in a challenging and dynamic environment. We strive to provide you with the tools, the training, and the opportunity to take charge of your future and take advantage of change to maximize client service and work within a centre of excellence.

The Opportunity:

Advanced Solutions is looking for community-minded, energetic, progressive individuals to join its Human Resources team. The Human Resources team supports the organization in meeting its goals by providing a full range of strategic and operational Human Resources services and programs.

Under the general direction of the Executive Director, Human Resources, the HR Technician , is responsible for the overall coordination of Human Resources administrative and operational activities, providing advice and guidance on the various technical and non-technical functions of Human Resources.

Who you are:

- Display a high level of effort, commitment, and mature judgment
- Maintain a professional and confidential manner at all times
- Trustworthy and responsible behavior
- Eagerness to learn and a willingness to accept feedback and direction
- Customer Focus
- Adhere to Advanced Solutions Core Values
 - Exemplify Professionalism: We uphold a respectful and respected workforce.
 - Embrace and Champion Change: We enthusiastically participate, collaborate, innovate, and welcome change.
 - Encourage and Take Initiative: We are an engaged and progressive workforce promoting personal and professional growth
 - Personify Integrity: We are reputable and productive which builds the foundation of our success

Application Requirements

Must Have

- Minimum 5 years' related experience with a thorough knowledge of office practices and procedures; or an equivalent combination of education, training, and experience, including;
- minimum 2 years working in a Human Resources office, preferably in a Unionized workplace;
- Experience working in an environment with confidential and sensitive information;
- Experience with complex human resource or payroll information system (or equivalent);
- Experience providing advice and guidance to clients on collective agreements, policies, and processes; and
- Experience working with and meeting strict deadlines.

Learn more about application requirements and review the full job description [here](#).

We take care of our people (what we offer):

Salary Package

- Employment Type: Temporary Assignment
- Union/Non-Union: Exempt
- Salary Grid Level: Level 14, Schedule 1
- Annual Salary: \$62, 689.81-\$70,960.78 (based on a 40 hour work-week)
- Office Location: Remote

Benefit Package

- 15 Vacation days, with entitlement increases with service
- Flexible work arrangements
- Modified work weeks are a part of our collective agreement
- Maternity, Paternity and Pre-Adoption Leave with option for top up
- Employee Assisted Program including paid counselling services for you and your family
- Paid sick leave for when life happens
- Extended health and dental
- Public Service Pension plan, matched by Advanced Solutions
- Excellent Rewards and Recognition Program

Flexible Work Arrangements

- Schedules to fit your lifestyle
- Flexibility in location
- Hybrid work environments to ensure that you feel supported

Diversity, Inclusion & Workplace Information

We promote a diverse, equitable work environment and welcome employment applications from individuals of all backgrounds. Our employees enjoy competitive and comprehensive extended and group benefits and participate in a very progressive defined benefit plan through the BC Public Service Pension Plan.

We care about our people and are leaning into a workplace culture that supports a healthy work-life balance. Advanced Solutions is proud to be pivoting to become a remote and/or hybrid workplace. Employee's will have the option to work from anywhere within Canada, or from our Vancouver Island Technology Park Office in beautiful Victoria, BC, or a combination that suits their needs. To learn more about the Victoria Office, please visit the [VITP Information Site](#).

How to Apply:

Please ensure your application clearly identifies how you meet each of the stated qualifications, with particular emphasis on the education, training, and experience requirements. This information will be utilized in screening your application and determining whether you will be considered for the next stage of the recruitment process.

In your application/cover letter please indicate how you heard about ESIT Advanced Solutions (i.e., name of job boards, career fairs, word of mouth). Qualified candidates are invited to forward their cover letter and resume, noting the position title and where they saw the position advertised, to Competition@dxcas.com posting is open until filled.

An eligibility list may be created. Lesser qualified applicants may be under-implemented or appointed at a lower level.

