

Human Resources Assistant

Musqueam Capital Corporation (MCC) was created in 2012 to replace the Musqueam Economic Development Department and is the economic development arm of the Musqueam Indian Band (MIB). MCC is responsible for the development of Musqueam's lands, acts as an asset manager for Musqueam's existing real estate holdings, and creates economic opportunity through business partnerships.

MCC is currently seeking a proactive and organized HR Assistant to provide administrative support to our Human Resources department. This role is crucial for the smooth operation of HR functions, including recruitment, onboarding, record management, and employee support. The ideal candidate is detail-oriented, professional, and eager to contribute to a positive workplace culture.

Core Responsibilities:

- Assist with the full-cycle recruitment process, including posting jobs, screening resumes, and scheduling interviews.
- Onboard new employees by preparing new hire packets and conducting orientations.
- Maintain and update employee records and HR information systems (HRIS).
- Support payroll processing and assist with benefits administration.
- Respond to employee inquiries and provide general administrative support to the HR team and other departments.
- Organize and manage HR files and maintain the confidentiality of sensitive information.
- Coordinate employee training sessions and events.

Qualifications & Requirements:

- Associate or bachelor's degree in human resources or a related field.
- 3+ years of experience in an administrative or HR support role is preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and experience with HRIS is a plus. Payroll software experience is an asset.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- High level of discretion and ability to handle confidential information.
- A positive and professional demeanor with a high level of empathy.



Must haves

- Capacity to drive to different offices for HR support.
- Ability to work with a large amount of detail without losing sight of the big picture.
- Communicate with honesty and kindness and create the space for others to do the same.
- Lead with courage, knowing the possibility of greatness is bigger than the fear of failure.
- Foster connection by putting people first and building trusting relationships.

Compensation & Benefits Package

This position comes with a competitive base salary, dependent on experience, skills, qualifications and internal equity. This includes a great company benefits plan as well as a company matching pension plan. 3 weeks' vacation + additional paid time off during holiday season.

Working Conditions

- This position is based out of University Golf Course (Vancouver)
- Monday to Friday; in office. 830-430pm.
- Successful Criminal Record Check

Application Process:

- Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to jloconte@musqueamcapital.ca. While we thank all candidates for their interest, only select individuals will be contacted for follow-up. **Application deadline is Nov 28th, 2025.**

Thank you for your interest in a career with Musqueam Capital Corporation!