



BC CHRISTIAN ACADEMY

ROMANS 12:1-2

B.C. Christian Academy is a Pre-K to Grade 12 independent Christian School in the Tri-Cities, B.C, Canada. We are passionate about equipping students to impact the world for Jesus Christ. Our motto, the 3 “C”s – Christ, Compassion, and Community are key values that make BCCA unique and what guides us in pursuing our vision.

We are looking to fill a position in our HR Department as a Human Resources and Payroll Administrator. This position is best for someone who is independent, self-motivated, service-driven, and quick to help others. This position will start as a part-time with the potential to increase to a full-time position. Must have at least one year of experience in a similar role.

Job Description:

- **Plan, organize, direct, control, and evaluate the operations of the Human Resources and Payroll department.**
- **Assist in the development and implementation of policies, programs, and procedures regarding human resource planning, recruitment, training and development, occupation classification and compensation and benefits administration.**
- **Develop and manage employment files, salary compensation, level and rate increases and all employee benefits.**
- **Responsible for ensuring the accuracy of preliminary payroll reports, time sheets and spreadsheets.**
- **Responsible for assuring compliance with all applicable federal and provincial regulations and company policies.**

Eligible applicants should include the following in their application package, to be forwarded electronically to our Business Administrator, Rosie Shen at rshen@bccaschool.ca :

- **Resume, including 3 professional references**
- **Pastoral Reference (name of your Pastor and contact number/email)**
- **Personal Statement of Faith in Jesus Christ**

Thank you in advance for your application. Only applicants we are interested in hiring will be contacted.