

Job Posting: Part-Time HR Administrator

Supporting People Operations, Payroll, Benefits, and Health & Safety

Job Title: HR Administrator

Company: H.R. MacMillan Space Centre

Industry: Museum / Space Science Centre

Position Type: Part-time

Location: 1100 Chestnut Street, Vancouver, BC V6J 3J9

Date Posted: December 22, 2025

Salary: \$24–\$28 per hour, commensurate with experience

Posting Expires: When filled

Job Posting

Position Overview

The H.R. MacMillan Space Centre is seeking a highly organized, proactive, and personable HR Administrator to join our team. This part-time role will manage day-to-day HR operations, payroll and benefits support, and lead the Health & Safety program, ensuring compliance and best practices. Reporting to the Chief of Staff, this position is ideal for someone with formal HR education, practical experience, and a passion for contributing to a collaborative and growth-oriented environment.

The HR Administrator will serve as a trusted point of contact for employees, manage records and HR systems, support recruitment and onboarding, and ensure smooth HR operations across the organization. This is a non-union, part-time position with a six-month probation period, starting with three 5-hour days per week (Tuesday, Thursday, Friday, 9:30–3:00, with a 30-minute unpaid lunch). Occasional additional shifts on Monday or Wednesday may be required. Flexible hours can be arranged for school pick-up/drop-off.

About H.R. MacMillan Space Centre

The H.R. MacMillan Space Centre provides unique learning experiences in science and astronomy through interactive exhibits, shows, programs, and events. Our small, lean team emphasizes quality, collaboration, and exceptional service while fostering a culture of inclusion and innovation.

Our Commitment to Employment Equity

We are committed to diversity, equity, and inclusion (DEI) and encourage applications from all qualified candidates, regardless of race, colour, ancestry, place of origin, religion, sex, sexual orientation, gender identity or expression, age, disability, or any other protected characteristic.

Duties and Responsibilities

- **Recruitment:** Post jobs, screen applications, schedule interviews, conduct reference checks, prepare offer letters.

- **Onboarding:** Coordinate new hire orientations, paperwork, system access, and welcome new employees.
- **Record Management:** Maintain employee databases, update personnel files, manage leave/attendance records, and handle termination paperwork.
- **Payroll & Benefits:** Assist with payroll preparation (timecard approvals, submissions), track attendance, and resolve employee questions regarding benefits or pay.
- **Employee Support:** Serve as a point of contact for employee inquiries, complaints, and general HR support.
- **Health & Safety:** Lead the Health & Safety Committee, maintain compliance with legal requirements, coordinate training and inspections, and track and report incidents.
- **Administrative:** Schedule HR meetings/events, prepare reports, manage HR correspondence, maintain confidentiality, and support continuous process improvement.

Qualifications & Experience

- Post-secondary education in Human Resources or related field (required)
- Practical HR or administrative experience (required)
- Strong organizational and time-management skills
- Excellent written and verbal communication
- High attention to detail and ability to maintain confidentiality
- Proficiency in Microsoft Office and HR software (e.g., ADP)
- Knowledge of labor laws, HR best practices, and occupational health & safety regulations
- Experience with unionized environments preferred
- Ability to work independently and prioritize competing tasks

Compensation and Benefits

- \$24–\$28 per hour, commensurate with experience
- Part-time, non-union position
- Six-month probationary period
- Flexible schedule for work-life balance
- Comprehensive benefits package including extended health, dental, and pension contributions

Work Schedule

- Primarily Tuesday, Thursday, Friday, 9:30–3:00 (approx.)
- Occasional additional shift on Monday or Wednesday
- Flexible hours within core work schedule

To Apply

Email your resume and a brief cover letter to the Chief of Staff: rie.lowe@spacecentre.ca