



HR CO-OP Student

Job No: **OIB65** Location: **Oliver, BC**

Location: On-site, Oliver BC

Duration: Temporary, Full-time, Co-op term (90 days)

Start date: January 2027

Application deadline: November 15, 2026

Position overview

OIBDC is seeking a motivated, organized HR & Payroll Co-op Student to join our Human Resources team. This role bridges HR and payroll, giving the successful candidate hands-on experience across day-to-day HR administration, payroll and benefits support, records management, and process improvement.

Working alongside the HR Manager and Payroll team, the student will help maintain accurate employee records, support document audits and policy updates, and contribute to building consistent, well-documented HR processes across the organization. This is an excellent opportunity for a student who wants practical experience in a busy, multi-entity HR environment. Reporting to the HR Manager, screening will be based on academic terms and prior co-op experience completed and course details as listed below.

Pay: \$21.00 to \$26.00 Per hour, based on qualification, experience and requirements.

Roles and responsibilities

Payroll and benefits support

- Support day-to-day payroll administration, including data entry, time sheet checks, record maintenance, and document management.
- Respond to employee inquiries related to payroll, benefits, and pension plans, escalating where needed.
- Assist with benefits and pension administration, including enrolments, changes, and employee communications.
- Assist with payroll-related payables, invoice processing, and reconciliations.
- Support month-end and year-end payroll activities, including data validation and reporting.
- Prepare and maintain spreadsheets, reports, and payroll documentation.
- Prepare Payroll training notes and assist with reviewing existing resources.

HR administration and records

- Maintain accurate, up-to-date employee files and HR records in line with OIBDC procedures, privacy requirements, and records retention practices.
- Support document audits by reviewing, organizing, naming, and filing employee records consistently.
- Assist with preparing electronic files for migration to a future HRM OR system.
- Provide data entry, document tracking, and general administrative support to the HR department.

Policies, processes, and onboarding

- Help review and streamline HR policies, procedures, forms, and templates.
- Support onboarding by preparing new-hire packages and tracking completion of onboarding documents.
- Help develop clear written and visual communication materials for staff and managers.

Recruitment support

- Assist with job postings, resume screening, and interview scheduling.
- Coordinate candidate communications and follow-ups, and maintain recruitment records.

Other

- Participate in special HR and payroll projects as assigned.
- Maintain strict confidentiality of all employee, payroll, and community information at all times.

Qualifications

Required

- Currently enrolled in a post-secondary program, diploma program in Human Resources, Business Administration, Accounting, Payroll, or a related field, and eligible for a co-op work term in January 2027 and in good standing.
- Completion of at least one year of an HR or Business Administration diploma or degree.
- Strong organizational skills and attention to detail.
- Professional written and verbal communication and interpersonal skills.
- Proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Ability to handle confidential information with discretion and professionalism.
- Ability to work independently with limited supervision and collaboratively as part of a team.

Assets

- Previous work or co-op experience in HR, payroll, or administration.
- Coursework or working knowledge of payroll, benefits, and pension administration.
- Familiarity with payroll systems or HRIS platforms.
- Working knowledge of SharePoint or Microsoft 365.
- Comfort using AI and digital tools to improve the quality, speed, and accuracy of work.
- Knowledge of, or experience working with, First Nations communities, ministry or law firms.

Pre-employment requirements

- Satisfactory Criminal Record Check (including vulnerable sector check, if the role will access school or daycare records).
- Satisfactory references or instructor letter of recommendation.
- Confirmation of co-op eligibility from the student's post-secondary institution.

What we offer

- Hands-on experience across both HR and payroll in a multi-entity First Nation organization.
- Mentorship from the HR Manager, with a structured task plan and end-of-term evaluation.
- Meaningful project work that contributes to OIBDC's HR processes and records systems.
- A supportive work environment in the beautiful South Okanagan, Canada's warmest region.

How to apply

Interested candidates should email a resume and cover letter to aabdulla@oib.ca, or apply at oib.ca/careers, by November 15, 2026. Please include "OIB65 – HR & Payroll Co-op" in the subject line. We thank all applicants for their interest. Only shortlisted candidates will be contacted for an interview, and references may be requested during the screening process. To learn more about us, visit oib.ca.