



YUVRAJ BAINS

Contact

Address

Kamloops BC

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Skills

- Full-Cycle Recruitment & Onboarding
- Employee Relations & Policy Implementation
- Compensation & Benefits Administration
- Occupational Health & Safety Compliance
- Disability & Leave Management (WorkSafe BC, LTD)
- HR Metrics & Reporting
- HRIS & Data

Detail-oriented and proactive **HR Coordinator** with a strong background in full-cycle recruitment, employee relations, benefits administration, and occupational health and safety. Skilled in policy implementation, onboarding, disability management, and HR compliance. Adept at streamlining HR processes, supporting leadership teams, and fostering a positive workplace culture.

Work Experience

2024-09 -
Current

Human Resource Coordinator

Active Care Youth & Adult Services, Kamloops, BC

- Coordinate and facilitate key HR functions, including recruitment, staffing, compensation, benefits, training, and occupational health and safety.
- Manage the new hire process, ensuring seamless onboarding by setting up employees in relevant systems, completing documentation, and liaising with departments on hiring requirements.
- Maintain accurate and up-to-date personnel files, ensuring compliance with company policies and legal requirements.
- Assist leadership in interpreting and implementing organizational policies and procedures.
- Support company-wide HR projects and initiatives, including policy standardization and documentation.
- Oversee the return-to-work program, including WorkSafe BC and Long-Term Disability claims.
- Communicate sensitive leave and disability-related information to employees and external service providers with professionalism and discretion.
- Provide guidance to management on leave and disability cases, return-to-work agreements, and compliance with WorkSafe BC regulations.
- Provide administrative support to the Director of Human Resources and Safety as needed.

2023-07 -
2024-08

Human Resources Administrator

Active Care Youth & Adult Services, Kamloops, BC

- Assisted with full-cycle recruitment, job postings,

Management

- Training & Development
- Strong Communication & Organizational Skills

resume screening, interview coordination, and onboarding.

- Maintained employee records and ensured compliance with HR policies and procedures.
- Provided administrative support for HR functions, including benefits enrollment, payroll processing, and employee relations.
- Assisted in workplace safety initiatives and compliance with occupational health and safety regulations.
- Managed confidential HR documents and provided reports for leadership as required.

Education

2023-04 **Post-Baccalaureate Diploma: Human Resource Management**

Thompson Rivers University - Kamloops, BC

2020-04 **MBA: Marketing**

Guru Nanak Dev University - Amritsar, India