



HR ASSISTANT

Employer: Live To Surf

Job Location(s): Tofino

Number of Positions: 1

Start Date: ASAP

Schedule: Full Time (inc. weekends)

Pay Rate: Starting at \$23/hour

Are you a natural organizer with a keen intuition for people?

Live To Surf is seeking an HR Assistant who has an innate talent for organization, thrives on maintaining seamless systems, and enjoys being regularly involved on the retail and rental floor as part of their daily work.

This role is perfect for a “people person” who is naturally driven to maintaining a calm demeanor in a fast-paced environment. Our ideal candidate is an excellent communicator with a highly developed listening ear, able to tune into the nuances of individual personalities so every team member feels heard and understood. This is your chance to showcase top-tier customer service skills while building a strong team culture through HR.

Due to the local housing climate, preference will be given to candidates with established local residency.

The Live To Surf Culture

A cornerstone of the Tofino surfing community since 1984, Live To Surf is a family-owned and operated business that values every individual. We strive to maintain a motivating and empowering work environment, embracing and welcoming all customers and team members into a non-intimidating atmosphere. We appreciate initiative and recognize those willing to embrace learning and responsibility directed toward company improvement and growth.

Job Purpose

The HR Assistant is a unique role combining HR administration, staff accommodation coordination, scheduling, and hands-on customer service with retail and rental operations.

The position serves as a liaison between owners and frontline staff and improves training, onboarding systems, and overall organizational efficiency.

Skills and Qualifications

- A warm, approachable and reliable attitude
- Strong organizational skills
- Excellent communication and interpersonal abilities
- High level of professionalism and discretion with confidential information
- Comfortable working in a fast-paced retail environment
- Ability to shift between office tasks and frontline support
- Experience in HR, administration and customer service is an asset

Your Responsibilities

- Recruitment, interviews, and onboarding new team members
- Maintain organized and accurate employee files and HR documentation
- Conduct orientation sessions and improve training procedures
- Conduct staff accommodation administration procedures, including on-site inspections
- Scheduling
- Work week includes scheduled shifts in retail & rental departments
- Organize staff reviews and internal communications
- Support a positive and respectful workplace culture

Working conditions

Flexibility to multi-task in a fast-paced work environment, indoors and outdoors in all weather conditions with frequent use of stairs, and other physical tasks such as lifting, washing and carrying surf rental equipment throughout the day. Working weekends and holidays is required.

How To Apply

Please send your resume and cover letter to jobs@livetosurf.com