



Human Resources Secretary (NOC: 13110)

Posted by: Pacston Technology Group Inc.

Posting date: 20-Nov-2024 **Closing date:** 10-Dec-2024

Education: Completion of 2-year college or post-secondary education in business administration, human resources or a related field

Language: English

Job location: Burnaby

Salary: \$28.90 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6911768

Expired

Job description:

Human Resources Secretary (NOC: 13110)

Number of Positions Available: 1

Term of Employment: Permanent Position, 40 hours per week – Overtime Available

Business Address: 400-4388 Beresford St., Burnaby, BC

Location of Work: 400-4388 Beresford St., Burnaby, BC

Wage: \$28.90 per Hour

Language Requirements: English

Benefits

- €Extended health, dental and vision insurance

Responsibilities

- Be actively involved in recruitment and termination
- Provide administrative support for a team of around 200 staff
- Manage employee compensation and benefit programs
- Assist with payroll reports and bookkeeping using ADP and QuickBooks
- Handle employee relations and internal communications
- Assist with new employee orientation and onboarding
- Assist with employee performance evaluations including supporting the management of disciplinary and grievance issues
- Review employment and working conditions to ensure legal compliance
- Managing incoming and outgoing correspondence, including emails, mails and packages.
- Reporting office progress and improving office operations, procedures and maintaining office policies as necessary.
- Organizing a maintenance company to keep the office clean and safe and ensure its appliances are in good working order.
- Perform other duties as assigned.

Qualifications

- Completion of 2-year college or post-secondary education in business administration, human resources or a related field
- Strong administrative and communication skills
- At least 1 year of experience in administrative role
- Human Resources experience is an asset

Email Resume and Cover Letter to: employer@pacston.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: employer@pacston.com

Posted on canadianjobportal.com