



Human Resources Officer

Posted by: Klorious Services Inc.

Posting date: 26-Apr-2024 **Closing date:** 23-Oct-2024

Education: College/CEGEP

Language: English

Job location: Wood Buffalo

Salary: \$31.00 to 41.00 hourly (To be negotiated) Per Hour

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3345218

Expired

Job description:

Overview

Languages

English

Education

College/CEGEP

Experience

3 years to less than 5 years

Responsibilities

Tasks

- Administer staff consultation and grievance procedures**
 - Identify current and prospective staffing requirements**
 - Provide information or services, such as employee assistance and counseling**
 - Prepare and post notices and advertisements**
 - Collect and screen applicants**
 - Advise job applicants on employment requirements and terms and conditions of employment**
 - Recruit graduates of colleges, universities, and other educational institutions**
 - Notify applicants of the results of the selection process and prepare job offers**
 - Organize staff consultation and grievance procedures**
 - Determine eligibility to entitlements and arrange staff training**
 - Recruit and hire staff**
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Additional information

Work conditions and physical capabilities

Repetitive tasks
Attention to detail

Personal suitability

Accurate
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Adaptability
Ability to multitask

How to apply

By email: theboisconsultants@gmail.com

Address: 1 Alberta Drive, Fort McMurray, AB T9H 1P3

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: theboisconsultants@gmail.com

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