



Human Resources Officer

Posted by: Chezranti Community Centre Ltd.

Posting date: 06-May-2024 **Closing date:** 02-Nov-2024

Education: College/CEGEP

Language: English

Job location: Edmonton

Salary: \$35.00 to 45.00 (To be negotiated) / 30 to 44 hours per week Per Hour

Years of Experience: 2 years

Vacancy: 2

Job Type: Full Time

Job id: CAJ6443492

Expired

Job description:

Human resources officer

CHEZRANTI COMMUNITY CENTRE LTD

Job details

Two Hills, AB

35.00 to 45.00 hourly (To be negotiated) / 30 to 44 hours per week

Permanent employment

Full time

Flexible Hours, Morning

Starts as soon as possible

2 vacancies

Overview

Languages

English

Education

College/CEGEP

Experience

2 years to less than 3 years

Responsibilities

Tasks

Administer staff consultation and grievance procedures

Identify current and prospective staffing requirements

Provide information or services, such as employee assistance and counselling
Prepare and post notices and advertisements
Collect and screen applicants
Advise job applicants on employment requirements and terms and conditions of employment
Review candidate inventories
Contact potential applicants to arrange interviews
Recruit graduates of colleges, universities and other educational institutions
Co-ordinate and participate in selection and examination boards to evaluate candidates
Notify applicants of results of selection process and prepare job offers
Advise managers and employees on staffing policies and procedures
Organize staff consultation and grievance procedures
Negotiate settlements of appeals and disputes and co-ordinate termination of employment process
Determine eligibility to entitlements and arrange staff training
Recruit and hire staff

Additional information

Personal suitability

Client focus
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Judgement
Organized
Reliability
Adaptability
Ability to multitask

Who can apply for this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

theboisconsultants@gmail.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: theboisconsultants@gmail.com

Posted on canadianjobportal.com