



## Human resources administrator

**Posted by:** Wholesale Warehouse Ltd

**Posting date:** 05-Nov-2024      **Closing date:** 25-Nov-2024

**Education:** Secondary (high) school graduation certificate or equivalent experience

**Language:** English

**Job location:** Calgary

**Salary:** \$27 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5526771

Expired

## Job description:

### Human resources administrator

Verified

Posted on ----- by WHOLESALE WAREHOUSE LTD.

#### Job details

Calgary, AB

T2Z 4V6

27.00 hourly / 40 hours per Week

Permanent employment

Full time

Flexible Hours, Morning, Overtime, Shift

Starts as soon as possible

Benefits: Health benefits, Other benefits

1 vacancy

Job Bank #2961932

## Overview

### Languages

French

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### Work setting

Retail/wholesale establishment/distribution centre

## Responsibilities

### Tasks

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

- Direct and control daily operations
- Plan and control budget and expenditures
- Plan and organize daily operations
- Supervise other workers
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Maintain and manage digital database
- Supervise office and volunteer staff

### **Supervision**

3-4 people

### **Experience and specialization**

#### **Area of work experience**

Human resources

#### **Area of specialization**

Business process management

### **Additional information**

### **Security and safety**

Criminal record check

### **Work conditions and physical capabilities**

Ability to work independently

Work under pressure

Repetitive tasks

### **Personal suitability**

Ability to multitask

Organized

Time management

Quick learner

### **Benefits**

#### **Health benefits**

Health care plan

#### **Other benefits**

Other benefits

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### **Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

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## Who can apply to this job?

### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

## How to apply

### Direct Apply

By applying directly on Job Bank (Direct Apply)

### By email

[polarexpressjobposting@gmail.com](mailto:polarexpressjobposting@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: [polarexpressjobposting@gmail.com](mailto:polarexpressjobposting@gmail.com)

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