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Human resources administrator

Posted by: Hillside Mountain Management Ltd

Posting date: 01-Oct-2024 **Closing date:** 21-Oct-2024

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

Language: English

Job location: West Vancouver

Salary: \$26.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1814132

Job description:

human resources administrator Verified

Posted on August 14, 2024 by Hillside Mountain Management Ltd

Job details

West Vancouver, BC

V7V 1A6

On site

26.00 hourly / 40 hours per Week

Permanent employment

Full time

Day, Flexible Hours, Morning, Overtime, Shift

Starts as soon as possible

Benefits: Health benefits, Other benefits

1 vacancy

Job Bank #3039239

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Real estate

Responsibilities

Tasks

- Supervise other workers
- Train staff
- Oversee the classification and rating of occupations
- Schedule and confirm appointments
- Manage contracts
- Oversee the analysis of employee data and information
- Respond to employee questions and complaints
- Organize staff consultation and grievance procedures
- Set up and maintain manual and computerized information filing systems
- Provide customer service
- Recruit and hire workers and carry out related staffing actions
- Recruit and hire staff
- Conduct performance reviews

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Windows
- MS Word
- Adobe Acrobat Reader
- Google Drive

Technical terminology

- Financial
- Business

Area of work experience

Human resources

Area of specialization

Contracts
Payroll services

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to work independently
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Repetitive tasks

Personal suitability

Ability to multitask
Flexibility
Organized
Team player
Client focus

Benefits

Health benefits

Health care plan

Other benefits

Other benefits

Employment groups





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

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 mail

210-1571 Bellevue Avenue
Vancouver, BC
V7V 1A6