



## Human resources administrator

**Posted by:** Hillside Mountain Management Ltd

**Posting date:** 27-Nov-2024      **Closing date:** 17-Dec-2024

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

**Language:** English

**Job location:** West Vancouver

**Salary:** \$36 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3743628

**Expired**

### 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

36.00 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

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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 mail

210-1571 Bellevue Avenue

Vancouver, BC  
V7V 1A6

**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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