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Human Resource Manager

Posted by: White Elephant Holdings Ltd.

Posting date: 04-Dec-2024 **Closing date:** 24-Dec-2024

Education: Bachelors Degree

Language: English

Job location: Chilliwack

Salary: \$60.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1729510

Job description:

Job Description:

Salary: \$60.00 hourly /30 to 40 hours per week

Job Type: Full-time, Permanent

Start Date: As soon as possible

Language: English

Minimum Education: Bachelor's Degree

Position Available: 1

NOC Group: Human Resource Manager

NOC Job Title: Human Resource Manager

Job Location(s)

45793 Alexander Ave

Chilliwack, British Columbia

V2P 2M8

Job Duties

- Conduct staff consultation and handle grievances.

- Develop a strategy and structure for day-to-day activities.
- Examine HR initiatives to ensure adherence to legal requirements and regulations.
- Create and put into effect policies and procedures.
- Plan, develop and implement recruitment strategies.
- Manage contracts, trainings and development strategies.
- Supervise the examination of employee data and information.
- Address employee inquiries and grievances.
- Recruit and hire staff.
- Conduct and carry out performance evaluations.
- Plan, organize, direct, control and evaluate daily operations.

Education & Experience Requirement:

- Completion of Bachelor's degree or professional development program in the field is required.
- 1 year or less than 2 years experience in this field is required.

How to Apply:

Email: whiteelephantbc@gmail.com