



## Human Resources Officer

**Posted by:** Waymaker Creative Services

**Posting date:** 08-Apr-2024      **Closing date:** 05-Oct-2024

**Education:** College/CEGEP

**Language:** English

**Job location:** Edmonton

**Salary:** \$Salary 31.00 to 41.00 hourly (To be negotiated) Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4409976

Expired

## Job description:

### Responsibilities

#### Tasks

- Identify current and prospective staffing requirements
- 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
- Co-ordinate and participate in selection and examination boards to evaluate candidates
- Notify applicants of the results of the 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
- Provide information or services such as employee assistance, counseling, and recognition programs
- Supervise personnel clerks performing filing, typing, and record-keeping duties

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Internet

## **Additional information**

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

- Fast-paced environment
- Tight deadlines
- Repetitive tasks
- Attention to detail

### **Personal suitability**

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility

Judgment  
Organized  
Reliability  
Team player

### 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**.

**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: [waymakercreatives@gmail.com](mailto:waymakercreatives@gmail.com)**

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