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Human resources officer

Posted by: Employer details ORBIT EXPRESS INC

Posting date: 08-Oct-2024 **Closing date:** 06-Apr-2025

Education: Bachelor's degree

Language: English

Job location: Mississauga

Salary: \$34.75 Per Hour

Years of Experience: 2 years

Vacancy: 2

Job Type: Full Time

Job id: NCJ5997708

Job description:

Tasks

- Administer staff consultation and grievance procedures
- Identify current and prospective staffing requirements
- Provide information or services, such as employee assistance and counselling
- 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
- Recruit graduates of colleges, universities and other educational institutions
- Co-ordinate and participate in selection and examination boards to evaluate candidates

Notify applicants of results of selection process and prepare job offers
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
Supervise personnel clerks performing filing, typing and record-keeping duties
Recruit and hire staff

Experience and specialization

Computer and technology knowledge

Workday
MS Windows
MS Excel
MS Outlook
MS Word

Additional information

Work conditions and physical capabilities

Tight deadlines
Repetitive tasks
Attention to detail

Own tools/equipment

Computer
Office equipment and supplies

Personal suitability

Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Team player