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# Human resources officer

**Posted by:** Employer detailsORBIT EXPRESS INC

**Location:** Mississauga

**Salary:** \$34.75 Per Hour

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## Job Details

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**Job ID**

NCJ5997708

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**Posting Date :** 08-Oct-2024

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**Expiry Date :** 06-Apr-2025

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**Education :** Bachelor's degree

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**Language :** English

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**Vacancies :** 2

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**Years of Experience :** 2 years

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**Job Type :** Full Time

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## 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

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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: [careers.orbitexpress@gmail.com](mailto:careers.orbitexpress@gmail.com)

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