Human resources officer

Posted by Employer detailsORBIT EXPRESS INC

Posting Date : 08-Oct-2024

Closing Date : 06-Apr-2025

Location : Mississauga

Salary : $34.75 Per Hour

Job Requirements

- **Education**: Bachelor's degree
- **Language**: English
- **Years of Experience**: 2 years
- **Vacancy**: 2
- **Job Type**: Full Time
- **Job id**: ABOJ5093023

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

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: careers.orbitexpress@gmail.com