

# disabledjobboard.com

## Human resources administrator

**Posted by:** Wholesale Warehouse Ltd

**Posting date:** 05-Nov-2024      **Closing date:** 25-Nov-2024

**Education:** Secondary (high) school graduation certificate or equivalent experience

**Language:** English

**Job location:** Calgary

**Salary:** \$27 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** DISJ5707089

## Job description:

### Human resources administrator

Verified

Posted on ----- by WHOLESALE WAREHOUSE LTD.

#### Job details

Calgary, AB  
T2Z 4V6

27.00 hourly / 40 hours per Week

Permanent employment  
Full time  
Flexible Hours, Morning, Overtime, Shift  
Starts as soon as possible  
Benefits: Health benefits, Other benefits  
1 vacancy  
Job Bank #2961932

## Overview

### Languages

French

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### Work setting

Retail/wholesale establishment/distribution centre

## Responsibilities

### Tasks

Coordinate the activities of the HR department in order to ensure they meet the organization's goals  
Direct and control daily operations  
Plan and control budget and expenditures  
Plan and organize daily operations

- Supervise other workers
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Maintain and manage digital database
- Supervise office and volunteer staff

**Supervision**

3-4 people

**Experience and specialization**

**Area of work experience**

Human resources

**Area of specialization**

Business process management

**Additional information**

**Security and safety**

Criminal record check

**Work conditions and physical capabilities**

Ability to work independently  
Work under pressure  
Repetitive tasks

**Personal suitability**

Ability to multitask  
Organized  
Time management  
Quick learner

**Benefits**

**Health benefits**

Health care plan

**Other benefits**

Other benefits

**Employment groups** 

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

**Who can apply to this job?**

**The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

**How to apply**

**Direct Apply**

By applying directly on Job Bank (Direct Apply)

**By email**

[polarexpressjobposting@gmail.com](mailto:polarexpressjobposting@gmail.com)