

Expired



Human resources officer

Posted by Employer details ORBIT 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:** DISJ6993888

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 reference letter from your previous employer to the following email: careers.orbitexpress@gmail.com

Posted on Disabled job Portal