



## Now Hiring

### Human Resources Assistant

As a Human Resources Assistant, you will assist and provide clerical and administrative support for the provision of human resources functions at your location and act as the first point of contact for business and employee inquiries. You will assist with recruitment functions including posting job opportunities, scheduling interviews, completing reference checks and security screening, and providing information to hiring managers. You will administer the employee orientation program and ensure that all new hire documents are completed accurately.

The Human Resources Assistant will develop and maintain effective means of organizing and accessing information, suggest the development of tools, programs and training to address recurrent issues and participate in the implementation of new programs, policies and procedure.

This is a hands-on role, working as a team to best support the business with its human resources needs. If you are passionate about all aspects of human resources, understand the value of people, and are detailed oriented and organized, this is the opportunity for you.

**Salary: 17.20 - 21.69 CAD Per Hour**

**Location: Shilo, Manitoba**

**Position Type: Temporary Full Time**

To apply directly to this opportunity, scan this QR code which will take you to the application page.



To view all CFMWS opportunities and to learn more about us, scan this QR code which will take you to our career page.

