



## Human Resources Clerk – 12 Month Term

Are you looking to grow your professional career in a rural community? Do you want to work for an innovative company that will invest in your potential? Welcome to HyLife; Canada's leading pork producer. HyLife creates limitless opportunities for passionate professionals in a global business setting. Our growing company is searching for top talent to join our team in the role of **Human Resource Clerk** located in the community of **Neepawa**.

Your days will include:

- Set up documentation for all new employees
- Facilitate new hire orientation
- Support CoVid Prevention Program
- Electronic and paper filing
- Enrolling employees into benefit programs
- Administrating benefit programs
- Maintaining labor relation processes
- Assisting employee inquiries
- Assist HR teams and functions

To succeed in this role, you possess:

- Diploma in Business Administration an asset
- 1-2 years of administration experience
- Knowledge of administrative procedures
- Proficient in Microsoft applications

If you thrive on new experiences and want to be a part of a team with international reach, apply today at <http://hylife.com/current-opportunities/>

**Your future starts now!**

For more information about Neepawa: <https://www.neepawa.ca/>



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