

https://intscanada.com/job/%e7%94%b5%e5%ad%90%e7%83%9f%e5%85%ac%e5%8f%b8/

# [?][?][?][?]-Human Resources Administrator

## **Description**

We are one of the leading electronic cigarette organizations in Canada. Our mission is to eliminate traditional tobacco cigarettes by providing a smokeless alternative that is practical and satisfying to adult smokers.

## Responsibilities

- Maintaining employee records and ensuring that they are up-to-date and accurate.
- Coordinating employee benefits, including enrollments and changes
- Assisting with recruitment and onboarding, including scheduling interviews and processing new hire paperwork
- Providing general administrative support to the HR department, including filing, data entry, and responding to employee inquiries
- Ensuring compliance with all applicable laws and regulations

#### Qualifications

- 2-3 years of experience in an HR administrative role is an asset.
- Strong attention to detail and ability to maintain accurate records.
- Excellent communication and organizational skills
- Knowledge of Ontario HR policies and procedures, as well as applicable laws and regulations.
- Proficient in Microsoft Office especially Microsoft excel.
- Bachelor's degree in Human Resource Management or a related field is preferred.

## **Job Benefits**

- Dental care
- · Extended health care

## Contacts

Send your resume to intsconsulting.hr@gmail.com

## Hiring organization

INTS Consulting ???????????

### **Employment Type**

Full-time

### **Job Location**

Markham

### **Working Hours**

8 hours, Monday - Friday

### **Base Salary**

\$ 20 - \$ 22

#### **Date posted**

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