



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

2023-10-10