



<https://onionlakehealth.org/careers/hr-administrator/>

HR Administrator

Description

The Human Resource Administrator must perform a range of duties supporting program managers and HR senior staff. The Human Resource Administrator administers pension and benefits plans to all employees. Provides support to the Human Resource department which can include payroll, policies, training, recruiting, and participation in the onboarding and outboarding process.

Responsibilities

- Prepare, input, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related materials.
- Setup manual and computerized information filing systems.
- Determine and establish office procedures.
- Compile data, statistics and other information and may conduct research.
- Train other staff in procedures and in use of current software.
- Receive, sort and file resumes and applications for administrative and other program vacancies that are currently advertised.
- Maintain copies of interview/employment forms each year for all employees and candidates.
- Establish and monitor files for positions to be advertised.
- Familiar with Human Resource Information System such as UKG

Qualifications

- A minimum of 2-3 years of related experience
- Preferred a formal diploma or equivalent in human resource management or related discipline.
- Ability to effectively communicate both verbally and in writing.
- Ability to prioritize and manage conflicting demands.
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- High level of integrity and work ethic.

Contacts

DEADLINE DATE: December 13, 2024

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources

Hiring organization

OLHBI

Employment Type

Full-time

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