

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

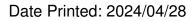
Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters: Toll Free Phone: (866) 225-9067 Toll Free Fax: (877) 825-7564 L9 P23 R4074 HWY 596 - Box 109 Keewatin, ON P0X 1C0

Job Board Posting





Human Resources Officer

Job ID 13-68-08-00-C2-97 Web Address https://careers.indigenous.link/viewjob?jobname=13-68-08-00-C2-97 **Prime Time Solutions** Company Location Mississauga, Ontario **Date Posted** From: 2020-02-14 To: 2020-08-12 Category: Human Resources Job Type: Full-time **Job Salary** \$30.00/ Hour Languages English

Description

Terms: Full-time, Permanent

We are looking for a Human Resource Officer! The ideal candidate will be professional, outgoing, self-motivated and takes superiority in providing excellent performance. The candidate must be a strong team player and have the ability to develop productive and professional relationships with the staff.

Job duties include:

- Determine staffing requirements and come up with resolutions;
- Get in contact with applicants to arrange interviews with the manager;
- Instruct job seekers on employment requirements as well as terms and conditions of the employment;
- Inform applicants of the results of the selection process;
- Prepare job offers for the accepted applicants;
- Arrange staff training on the company's terms and policies;
- Keep the staff updated on the staffing policies and procedures;
- Monitor staff performance as well as their attendance activities;
- Preparing memos and notices
- Assisting managers to understand and implement policies and procedures
- Checking application forms, shortlisting, interviewing and selection
- Prepare and post job advertisements according to the needs of the employer
- Negotiate salaries, contracts, working conditions or unemployment packages with staff and
- representatives

Experience

Minimum of 1-2 years of related experience. Proficient with computer software including MS Word, PowerPoint, Excel, and Outlook will be considered as an asset.

Education Requirements

Completion of secondary school is required; post-secondary education in a related field is an asset. **How to Apply**

Interested candidates may submit their resume at primetimesolutionsjobs@gmail.com.Only qualified candidates will be contacted

Job Board Posting

Date Printed: 2024/04/28



Human Resources Officer

1A1E22C092EE7

Job ID Web Address Company Location Date Posted Job Job Salary Languages

http://NewCanadianWorker.ca/viewjob?jobname=1A1E22C092EE7 Prime Time Solutions Mississauga, Ontario From: 2020-02-14 To: 2020-08-12 Type: Full-time Category: Human Resources \$30.00/ Hour English

Description

Terms: Full-time, Permanent

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Job Board Posting

Date Printed: 2024/04/28

Human Resources Officer

6068014EB3FFB

Job ID Web Address Company Location Date Posted Job Job Salary Languages

http://NoExperienceNeeded.ca/viewjob?jobname=6068014EB3FFB Prime Time Solutions Mississauga, Ontario From: 2020-02-14 To: 2020-08-12 Type: Full-time Category: Human Resources \$30.00/ Hour English

Description

Terms: Full-time, Permanent

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