



# Indigenous.Link

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.Link's 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



Careers.Indigenous.Link

Date Printed: 2024/05/04

## Human Resources Officer

<b>Job ID</b>	<b>9A-CB-96-75-B4-3F</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=9A-CB-96-75-B4-3F">https://careers.indigenous.link/viewjob?jobname=9A-CB-96-75-B4-3F</a>	
<b>Company</b>	Khalsa Union Trading And Packaging	
<b>Location</b>	Woodbridge, Ontario	
<b>Date Posted</b>	From: 2022-05-05	To: 2022-11-01
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$30.00/hour	
<b>Languages</b>	English	

### Description

Location# 418 Hanlan road suite Unit #7, Woodbridge, ON, L4L 4Z1

Full-time, Permanent

We are looking for a Human Resource Officer to comprehensive us! The ideal candidate will be professional, customer service oriented, outgoing, self-motivated and takes superiority in providing an excellent work product. 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 selection process;
- Prepare job offers for the accepted applicants;
- Arrange staff training on 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, short listing, 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

Education: completion of secondary school is required; post-secondary education in related field is required.

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

### How to Apply

Interested candidates may submit their resume at [careersatkhalsauniontrading@gmail.com](mailto:careersatkhalsauniontrading@gmail.com). Only qualified candidates will be contacted

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

## Human Resources Officer

<b>Job ID</b>	<b>EB31C229AF270</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=EB31C229AF270">http://NewCanadianWorker.ca/viewjob?jobname=EB31C229AF270</a>	
<b>Company</b>	Khalsa Union Trading And Packaging	
<b>Location</b>	Woodbridge, Ontario	
<b>Date Posted</b>	From: 2022-05-05	To: 2022-11-01
<b>Job</b>	Type: Full-time	Category: Human Resources
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/04

## Human Resources Officer

<b>Job ID</b>	<b>83E2EFEEAA252</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=83E2EFEEAA252">http://NoExperienceNeeded.ca/viewjob?jobname=83E2EFEEAA252</a>	
<b>Company</b>	Khalsa Union Trading And Packaging	
<b>Location</b>	Woodbridge, Ontario	
<b>Date Posted</b>	From: 2022-05-05	To: 2022-11-01
<b>Job</b>	Type: Full-time	Category: Human Resources
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