



Human Resources Officer

Description

Overview

Languages

English

Education

- Bachelor's degree

Experience

1 year to less than 2 years

Work setting

- Urban area

Responsibilities

Tasks

- Administer staff consultation and grievance procedures
- Identify current and prospective staffing requirements
- Prepare and post notices and advertisements
- Collect and screen applicants
- Advise job applicants on employment requirements and terms and conditions of employment
- Contact potential applicants to arrange interviews

Closing Date

July 2, 2024

Categories

Business, Finance and Administration

Employer

ZOOMI
TECHNOLOGIES INC

Location

Downtown

Address

84 Leon Bell Drive
Winnipeg, MB
Winnipeg, R3T 5X1

Job Type

Full-time

Education Level

Bachelor

Email

- Notify applicants of results of selection process and prepare job offers
- Organize staff consultation and grievance procedures
- Supervise personnel clerks performing filing, typing and record-keeping duties

Experience and specialization

Computer and technology knowledge

- MS Word

Additional information

Transportation/travel information

- Public transportation is available

Work conditions and physical capabilities

- Work under pressure
- Attention to detail

Personal suitability

- Accurate
- Organized
- Reliability
- Team player
- Adaptability

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

hr@zoomi.ca

By mail

84 Leon Bell DriveWinnipeg, MBR3T 5X1