



Immigration Settlement Coordinator

Are you looking to grow your professional career in a rural community? Do you want to work for an innovative company that will invest in your potential? Welcome to HyLife; Canada's leading pork producer. HyLife creates limitless opportunities for passionate professionals in a global business setting. Our growing company is searching for top talent to join our team in the role of **Immigration Settlement Coordinator**, reporting to the **Immigration Manager**. This opportunity is located in the community of **La Broquerie**.

Your days will include:

- Managing the settlement process for new foreign workers such as arranging pick up from the airport, setting up housing and furniture arrangements, booking hotels as needed etc.
- Continuing to foster connections with community resources to facilitate settlement
- Scheduling Service Canada (to obtain SIN) and Bank (account set up) appointments
- Assisting employees to apply for MB health cards
- Following up with recently settled foreign workers to ensure all needs are met
- Checking in with employees at 1 month, 4 month & 6 months of employment
- Back up for Immigration Manager
- Maintain files and copies of all work permits and other documents
- Scanning and filing documents electronically
- Maintaining spreadsheets & creating reports as needed

To succeed in this role, you possess:

- 1 year of office experience
- Intermediate skills in Excel and PowerPoint
- High attention to detail and work accuracy
- Ability to problem solve and work independently
- Ability to prioritize and work on tight deadlines

If you thrive on new experiences and want to be a part of a team with international reach, apply today at <http://hylife.com/current-opportunities/>

Your future starts now!

HyLife has an accommodation process for employees with disabilities. If you require a specific accommodation during your employment because of a disability, please contact Jobs@hylife.com. An HR representative will be in touch with you as soon as possible. Reasonable accommodations will be determined on a case-by-case basis and our accommodation policy can be forwarded upon request.



@HyLifeLTD



@hylifeltd



@HyLife