

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	HUMAN RESOURCES CLERK
JOB NUMBER	4023
NUMBER OF POSITION/S	1
NOC CODE	1121
CLOSING DATE	2021-07-30
LOCATION	Neepawa, MB
ACCESSIBLE BY TRANSIT	No
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	<p>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 Human Resource Clerk, reporting to the Human Resource Manager. This opportunity is located in the community of Neepawa</p>
JOB DUTIES	<ul style="list-style-type: none"> Set up documentation for all new employees Facilitate new hire orientation Support CoVid Prevention Program Electronic and paper filing Enrolling employees into benefit programs Administrating benefit programs Maintaining labor relation processes Assisting employee inquiries Assist HR teams and functions
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> Diploma in Business Administration an asset 1-2 years of administration experience Knowledge of administrative procedures Proficient in Microsoft applications
OTHER DETAILS	Job is NOT in Winnipeg but Neepawa MB. 3 hours west of Winnipeg
APPLICATION PROCESS	<ul style="list-style-type: none"> Send targeted resume Apply online and inform your CC
APPLICATION DETAILS	<ul style="list-style-type: none"> Apply ONLINE http://hylife.com/current-opportunities/

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JD	Chris Brown
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