



Human Resources Officer - NOC: 12101

Description

A&M Canadian Immigration Law Corporation is a leading law firm specializing in immigration services. Based in Canada, our firm is dedicated to providing exceptional legal advice and representation to individuals, families, and businesses navigating the complexities of Canadian immigration law. With a team of experienced professionals, we pride ourselves on delivering personalized and efficient services to meet our clients' unique needs.

Job Description:

We are seeking a proactive and dedicated Human Resources Officer to join our team. The ideal candidate will be responsible for managing HR functions, ensuring compliance with labor laws, and fostering a positive workplace culture. This role requires strong interpersonal skills and a comprehensive understanding of HR practices.

Duties

Responsibilities:

- Determine current and future staffing needs, create and publish job postings, and review and evaluate applications.
- Provide guidance to job seekers regarding employment criteria and terms of employment.
- Assess candidate pools and contact potential applicants to arrange interviews, transfers, redeployments, and placements.

Closing Date

July 1, 2025

Categories

Business, Finance and Administration

Employer

A&M Canadian Immigration Law Corporation

Location

Fort Garry

Address

1325 Markham Road
12 Winnipeg, R3T
4J6

Job Type

Permanent

Education Level

College

Email

- Recruit graduates from colleges, universities, and other educational institutions.
- Coordinate and participate in selection panels and assessments to evaluate candidates.
- Inform applicants of selection outcomes and prepare employment offers.
- Advise managers and employees on staffing policies and procedures.
- Coordinate and manage employee consultations and grievance processes.
- Manage employee relations, including conflict resolution and performance management.
- Ensure compliance with labor laws and regulations.
- Coordinate training and development program for staff.
- Foster a positive and inclusive workplace culture.

Qualification

Requirements:

- Strong knowledge of labor laws and HR best practices
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite and HR management software
- Strong organizational and problem-solving abilities
- Ability to handle sensitive information with discretion
- Previous experience as an HR Officer is not required but considered as an asset.