



## human resources assistant

### Description

Personnel clerks assist personnel officers and human resources specialists and compile, maintain and process information relating to staffing, recruitment, training, labour relations, performance evaluations and classifications. They are employed in personnel departments throughout the private and public sectors.

### Duties

- Manage personnel information database
- Maintain registration systems, records and files
- Prepare staff relations information
- Provide basic information to clients and the public
- Arrange for in house and external staff training
- Arrange for advertising and posting of job vacancies
- Screen job applicants
- Prepare reports

### Qualification

Languages  
English  
Education

- Bachelor's degree

Experience  
3 years to less than 5 years

### Closing Date

November 30, 2025

### Categories

Health

### Employer

Wright 1 Care Inc.

### Location

Assiniboine South

### Address

106-1100 Fife St Winnipeg,  
MB R2X 3A5 Winnipeg - MB,  
R2X 3A5

### Job Type

Permanent

### Education Level

Bachelor

### Wage

\$22.00 - \$30.00

**Email**

hr.wright1careinc@gmail.com