



human resources clerk

Description

The Human Resources Clerk is responsible for providing administrative and clerical support to the Human Resources department. This position handles all HR related administrative tasks, maintains up-to-date employee records, and provides general support to the HR team.

Duties

- Process classification, staffing and other personnel documents
- Store, update and retrieve personnel related data
- Manage personnel information database
- Maintain registration systems, records and files
- Prepare staff relations information
- Respond to enquiries regarding personnel matters
- Arrange for advertising and posting of job vacancies
- Administer and score employment tests
- Prepare reports

Closing Date

December 31, 2026

Categories

Business, Finance
and Administration

Employer

Keewatin House
Lodge(winnipeg) Inc.

Location

Central

Address

86 Keewatin Street
Winnipeg - MB, R3E
3C6

Job Type

Full-time

Education Level

College

Wage

\$24.00 - \$24.00