



Position title: HR Administrator; Part-time, Contract
Reporting to: Human Resources Manager, Maritimes (Allsco/Alweather)

SUMMARY OF THE POSITION

- Provides administrative support to one or more human resources functions, including recruiting, employee/labor relations, compensation, benefits, training, and employee records. Processes HR department applications, including employment and enrollment applications; maintains attendance and employment records, and compiles statistics for various HR management reports. May conduct pre-employment screening interviews, check references, and respond to routine questions on HR policy. Assists with all employee engagement and appreciation activities/events.

RESPONSIBILITIES

- Health & Safety
 - Minute taking at all H&S meetings and distribute findings appropriately
 - Update the MSDA Binder as required
 - Input all H&S Incidents into the Payroll System
 - Update and oversee the safety portion of the employee training matrix
 - Oversee the Safety Allowance Program for the hourly employees
- Recruitment/Onboarding
 - Enter resumes into a Teams database, prepare files and new hire packages for new recruits
 - Acts as a secondary contact in maintaining a position relationship with the temporary agency vendors involving production staffing needs and requests
 - Tour new hires of the production facility and complete all payroll/personnel forms included in the new hire packages
 - Assist with orientation and policy rollouts
- Training
 - Coordinate safety training for employees
 - Coordinate online and classroom training for all office staff
- Payroll
 - Assist with hourly employee payroll to compile data for HR KPI reporting

- Compile data for the employee attendance management program
- Office, Facility and H&S Supplies
 - Oversee the inventory of office and safety supplies
- Benefits
 - Ensure all employee anniversary dates are identified and assist with benefit enrollment and changes when required
- Other duties as assigned

REQUIREMENTS

- College Diploma in Human Resources/Business Administration
- Very good knowledge of Microsoft Office Software;
- Highly organized, professional and friendly
- Excellent time management skills
- Ability to prioritize and manage multiple tasks and work efficiently under pressure in a fast paced, deadline-oriented environment
- Strong communication skills
- Self-motivated and goal-oriented

TALENTS

- Be recognized as an authentic team player who puts his/her team's talents in the spotlight;
- Capable of identifying opportunities for business, cost reduction and process improvement;
- Proudly promoting Atis' interests, values and culture and perceived as a model by his/her peers;
- Strong moral sense, honest and rigorous;
- Customer focus;
- Ambassador of change and able to influence and support the team.

To apply, please submit your cover letter and resume to hr@allsco.com