

Human Resources Assistant (Temporary Contract) Campbell River, BC

Cermaq Canada is currently looking for Human Resources Assistant on a temporary contract at our head office located in Campbell River.

Reporting to the Manager of Human Resources your primary focus will be to support the HR team's transition to a new software system. The responsibilities of the position includes, document management, data entry, assisting employees with software training, and supporting general HR functions such as scheduling employee training and recruitment.

Application requirements

- Flexible, adaptable and the ability to handle multiple demands in a fast paced environment
- Time management and organizational skills with an attention to detail and accuracy
- Able to handle confidential information with a high degree of tact and discretion
- Strong Microsoft Office skills including MS Word and MS Excel
- Customer service oriented mind-set with strong interpersonal communication and teamwork skills
- Experience with Cerdian HRIS is an asset.

Position details

- This is a full time temporary position working Monday to Friday from 8:00 AM – 5:00 PM.
- Contract will run from August 1st to December 31st with the possibility of extension if required.
- Overtime will be required in order to meet implementation deadlines

If you have the skills we are looking for, and would like to become part of our team, please email your resume and cover letter, quoting "HR Assistant" in the subject line to careers.canada@cermaq.com before August 5, 2016.

Cermaq Canada is an equal opportunities employer who provides a workplace that is free of discrimination.