



## **HR Assistant**

### **Part-Time (20 hours per week)**

The enterprises within Western Group play essential roles connecting global trade to critical interfaces of Canada's marine, rail and road serviced transportation corridors. We are committed to the success of our people, our customers and our communities. It's a responsibility and a privilege, one that inspires us to deliver expert solutions moving cargo, goods and people safely, and professionally.

The Human Resources Assistant will handle a variety of personnel related administrative tasks and will provide clerical support to the HR department and employees regarding human resources related activities, policies, processes, and procedures. Based in North Vancouver, this is a part-time opportunity.

#### **Key Duties:**

- Support staff recruitments including: updating job descriptions, job postings, screening candidates, scheduling employment interviews/testing, completing reference checks, and support onboarding
- Maintain and organize accurate and comprehensive personnel records
- Assist to maintain our HRIS system, ensuring all data is correct
- Run reports and compile data on an as needed basis
- Support salaried payroll and benefits administration
- Answer employee inquiries
- Assist in special HR projects as needed
- Provide general administrative support to the Administration/Human Resources team

#### **Education/Skills/Qualifications:**

- A minimum of 1 year of experience in Human Resources
- Post-secondary education in business or HR, combined with related experience is preferred
- Excellent attention to detail, with strong organizational and multi-tasking skills
- Knowledge and experience with HRIS systems is an asset
- Excellent typing, data entry and computer skills, including the full Microsoft Office suite and Office 365



**To Apply:**

If you are looking to broaden your horizon and are committed to making a difference, we'd like to meet you. In order to apply, please complete the following 2 steps:

**Step #1:** Forward your resume and cover letter to [info@westerngroup.ca](mailto:info@westerngroup.ca)

**Step #2:** Complete the following [Predictive Index \(PI\) tool/survey](#), which will take approximately 10-15 minutes to complete.

**Only those who complete both steps will be considered for this position.**

To learn more about our operations and company culture, mission and vision, please view our website at [www.westerngroup.ca](http://www.westerngroup.ca), an equal opportunity employer.