



**Position: Human Resources Administrator**

**Type: Part Time**

**Location: Cambridge, Ontario**

CR Wall is a leading distributor of products and solutions for the Canadian Gas Energy Industry. Our commitment to excellence and innovation drives us to provide top-tier products, solutions, and services to our customers nationwide. We are dedicated to helping our customers safely, reliably, and efficiently operate their systems while supporting our industry's ambitious environmental goals. We know that having the right culture and team is essential to accomplishing our goals.

As a HR Administrator, you will support and work on fundamental Human Resources processes, policies, projects, and information systems. In this role you will assist with day-to-day recruitment, talent, health and safety tasks, and provide administrative support to project and change initiatives as we continue to expand and develop our people and culture offerings at CRWall.

**Responsibilities:**

**HR Administration:**

- Assist with day-to-day HR administrative tasks, including maintaining employee records, processing paperwork and updating HR databases
- Coordinate employee onboarding and orientation programs, ensuring a smooth transition for new hires
- Responsible for assigning and scheduling new hire online training via HRDownloads
- Responsible for ongoing employee file audit to ensure internal compliance expectations are met
- Assist with HR programs/projects to enhance employee engagement and wellbeing
- Support Calgary and Cambridge location in recruitment activities
- Performs a variety of confidential administrative tasks

**Recruitment:**

- Manage full-cycle recruitment for Cambridge and Calgary locations including candidate screening, conducting virtual pre-screen interviews, scheduling in person/virtual interviews for hiring managers, candidate pipelining, processing background checks and reference checks
- Assist with candidate sourcing efforts through various channels, including job boards, social media, and networking events
- Coordinate interview schedules and communicate with candidates throughout the recruitment process
- Conduct reference checks and background screenings for potential hires
- Maintain accurate records in the applicant tracking system (ATS) and assist with reporting on recruitment metrics

**Health & Safety:**

- Assist in the development, implementation and maintenance of health and safety policies and procedures
- Assist with the organization and delivery of health and safety training programs for employees
- Collaborate with management and employees to promote a culture of safety and risk awareness

- Assist with the investigation of accidents, incidents, and near misses, and recommend corrective actions to prevent reoccurrence

## **ROLE REQUIREMENTS/ABILITIES**

### **Experience / Education**

- Degree/Diploma in Human Resources or related field or relevant work experience
- 1-2 years experience in HR administration, recruitment, and/or health and safety is preferred
- Knowledge of employment laws, regulations, and safety standards

### **Skills & Abilities**

- Exceptional attention to detail and dedication to delivering high quality of work in a timely manner
- Strong presentation skills: demonstrate ability to present knowledge and address questions in a professional manner
- Demonstrated ability to work with others and produce positive outcomes
- Strong work ethic and demonstrated professionalism and strict confidentiality
- Excellent verbal and written communication skills, with knowledge of MS Office Suite (Excel, PowerPoint, Word, Visio)
- Ability to pass criminal background check is required
- Excellent communication skills, both written and verbal
- Proven ability to learn on the job, problem-solve, multitask, prioritize, and manage a large work volume
- Ability to work well with a diverse group of people
- Someone with a creative mindset that thinks outside the box and is passionate about the field of HR
- Flexible, well-organized, able to work well under pressure and tight deadlines in a fast-paced, high-volume team-oriented environment

### **Working Conditions**

- Based out of Cambridge but may require travel to Calgary location

### **Physical Demands**

- Minimal demands typical of an administrative position operating within an office environment

**Note:** The chosen applicant will be required to successfully complete reference checks and a criminal background check.

*We appreciate the interest by all candidates however we will be contacting those that best fit the requirements. If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. CR Wall will work with you in an effort to ensure that you are able to fully participate in the process.*