

JOB OPPORTUNITY

Color Ad Packaging is a Winnipeg based leading producer of quality commercial packaging products. We are focused on providing our customers with world-class flexible packaging solutions that are manufactured in a clean and safe work environment.

We are currently hiring a **Human Resources Coordinator**.

POSITION SUMMARY

Reporting to the Human Resources Manager, the Human Resources Coordinator is responsible for providing administrative support in the areas of recruitment, new hire orientation, onboarding and safety training and development.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with the recruitment process, job posting, booking interviews, checking references, preparing offers, and setting up new employee files
- Assist with orientation and on-boarding process for new employees
- Assist with the tracking, coordinating and booking of training for new and existing employees
- Ensure all HR systems, databases and employee files are up-to-date
- Provide clerical and administrative support to the human resources and safety department
- Create reports for new hires, retention, attendance and other data as needed

QUALIFICATIONS, SKILLS & REQUIREMENTS

- Completion of a college or university program with a focus on Human Resources or other related discipline
- An equivalent combination of education and experience may be considered
- 1-3 years of working experience in Human Resources in a fast-paced environment
- Strong organizational, communication and interpersonal skills
- Attention to detail in all areas of work
- Previous Human Resources support and HRIS experience an asset
- Professional demeanor
- Able to work effectively independently and as part of a team with proven ability to balance multiple priorities
- Strong ethics in relation to business practices, privacy, and confidentiality
- Knowledge of employment law, privacy law, and best hiring practices
- Work with a continuous improvement mind-set, adopting Lean strategies to identify and implement process efficiencies and procedures

PHYSICAL CAPABILITIES

- Physical demand requires no undue fatigue regarding sitting, standing and walking. Work is conducted in a standard office environment.

Color Ad offers a competitive salary and benefits package.

If you meet the qualifications required and if the above position describes your experience and interests, please submit your cover letter and resume to the Human Resources Department at hr@colorad.ca.

We thank all candidates who apply, however, only those selected for further consideration will be contacted for an interview.

Color Ad Packaging is an equal opportunity employer, committed to maintaining a diverse workforce.