

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 seeking an experienced **Human Resources Coordinator** to join our team.

POSITION SUMMARY

The Human Resources Coordinator works closely with the Human Resources Manager to prepare staff records information, prepares reports, performs pre-screening interviews, responds to enquiries regarding personnel matters, arranges for advertising and posting of job vacancies, administers and scores employment tests and conducts reference checks.

KEY RESPONSIBILITIES

- Drafts job descriptions and ensures existing copies are current;
- Identifies training and development opportunities, resources, programs, and tools to support employees;
- Responsible for coordinating compensation and benefits;
- Prepares and processes HR related paperwork accurately and efficiently including HR reports, statistics and changes to employee information;
- Ensures HR processes & procedures are consistently followed and communicated;
- Provides general assistance and communication to employees on HR related issues;
- Anticipates and identifies issues; recommends solutions to resolve;
- Assists, coordinates and ensures all relevant departmental records are up-to-date;
- Adheres to all requirements of Color Ad's Food Safety Program. Reports any issues noticed to a member of the Food Safety Team.

EDUCATION AND EXPERIENCE

- Post-Secondary education in Human Resource Management
- Excellent computer skills, including Word, Excel
- Strong team player with the ability to work in a fast-paced environment
- General knowledge of various employment laws and practices
- Excellent interpersonal skills, oral and written communication
- Highly skilled in execution and results-oriented

- Extremely people-oriented; ability to build trusting relationships with all employees and levels of management.

PHYSICAL CAPABILITIES

- Physical demand requires no undue fatigue regarding sitting, standing and walking.

Color Ad offers a competitive salary and benefits package.

If you are an inquisitive-minded professional who thrives in a dynamic team environment, this exciting new role will offer exceptional challenge and an opportunity for career growth.

Interested and qualified applicants are invited to forward your resume and cover letter in confidence to 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.