



Atlantica Diversified
Transportation Systems

Human Resources Clerk

Job Location

Clarenville

Job Number

MB1105012807

Posted Date

2011-05-01

Posting End Date

2011-05-14

Start Date for job

2011-05-17

Job Type

Permanent

Number of Opportunities

1

The job is full-time**Address**

7 Myers Avenue

Clarenville Newfoundland and Labrador
A5A 1T5 Canada

Contact Name

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Job Description

The **Human Resources Clerk's** job entails providing a comprehensive administrative support to day-to-day operations of the Human Resources and Safety Department and to aid in providing a

customer focused and effective HR support service to the organization and thus helping in the achievement of its goals and objectives.

Responsibilities

- Preparing and posting job advertisements, screening applications, arranging interviews, participating in selection process, and administering pre-employment tests as required.
- Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings, composing regular correspondence, processing confidential reports and documents, filing electronic and hard copy, tracking deadlines, and taking down minutes as needed.
- Establishing, maintaining and controlling personnel, employees, recruitment relations records and files.
- Conducting research, gathering data and statistical reports, and maintaining statistical information.
- Handling issues and inquires in unavailability of HR Manager.
- Maintaining employee file records up-to-date by handling changes in employee status in timely manner.
- Providing assistance in hiring process activities such as posting jobs on job board or website, reviewing applications and maintaining a spreadsheet on tracking an applicant.
- Providing assistance in monitoring employee performance appraisal process.
- Interacting with and supplying information to employees, department heads, and job applicants.

Skills and Specifications

- Effective problem-solving skills.
- Knowledge of recruitment process.
- Competent keyboard skills to produce accurate and well presented reports.
- Able to present information in forms, tables, and spreadsheets.
- Should be an effectual communicator verbally as well as through writing skills.
- Ability to operate under pressure.
- Proficiency in Microsoft Excel, Word, Outlook, and Internet Explorer.
- Proficient with basic budget management and calculations.
- Able to deliver effective results, meet tight deadlines and targets.

Education and Qualifications

- Diploma in Human Resource Management or Business Management or equivalent experience.