



## HR Assistant

### JOB SUMMARY

The HR Assistants function is to provide support to the HR Manager who is responsible for corporate safety and personnel. The primary tasks will be as follows:

### DUTIES

- Recruitment
  - Job posting
  - Resume screening
  - Phone interview applicants
  - Arranging interviews
  - Conducting in-person interviews
  - Checking references
  - Preparing offer of employment letters
  - Contacting unsuccessful candidates
  - Represent company at hiring events (job fairs, special events)
- Retention
  - Review and track daily personnel reports
  - New worker orientation prep
  - Education/training registration
  - Event preparation (invitations, venue booking, catering, prizes etc.)
  - Compile performance reviews
- Miscellaneous
  - Data entry and management
  - Assist in management of Safety Program
  - Other duties as assigned

### EDUCATION

- Post-secondary education specializing HR preferred

### QUALIFICATIONS

- Flexible availability (evening and weekend work as required)
- Valid Class 5 BC Driver's License
- Easy access to personal vehicle
- Punctual, trustworthy, and reliable
- Excellent interpersonal, written, and verbal English communication skills
- Strong business correspondence writing skills
- Ability to multitask and work in a fast-paced environment, and deliver timely results
- Positive and professional team attitude
- Ability to maintain confidentiality
- Strong attention to detail and time management/organizational skills
- Leadership and customer service experience an asset



- Strong proficiency in MS Office Suite (MS Word, Excel, PowerPoint, Outlook)

### **COMPENSATION AND PERKS**

- Full-Time Monday to Friday 8:00am to 5:00pm (evenings and weekends as required)
- Competitive wages \$18.00/hr + (depends on experience)
- 4% Paid Vacation
- All-Inclusive Staff Social Events
- SWAG/Prize Giveaways
- Education sponsorship
- Free In-House Seminar and University Program
- Extended Health Care
  - Dental care
  - Vision care
  - Travel insurance
  - And more!
- Registered Retirement Savings Plan (RRSP)
- Employee Assistance Program
  - Counselling services
  - Online resources
  - Perks and discounts

### **OUR STORY**

Since August 1, 1979 Para Space has been an award-winning leader in the Canadian landscape industry. We have been built on care for those we work for and those who work here. Our company has always provided progressive landscape maintenance programs, along with contemporary designs, installations, and ecologically conscious plant health care. We have been able to grow our operation through hard work, efficiency, innovation, and by enhancing the wellbeing of our employees.

### **OUR MISSION**

- Enhancing the environment with reliable, high quality landscape services.
- Cultivating lasting relationships with our clients and team.
- Leading our industry with integrity and innovation.

### **OUR VISION**

- Being recognized as the best and getting there with the best.

This is an entry level position with opportunity to grow and advance over time on a great team! To apply, **please email your resume and cover letter outlining your skills, experience and why you think you would be a good fit.**

*Para Space is proud to be an equal opportunity employer, we are committed to creating an inclusive workplace for all our employees! Candidates: Please note we thank all applicants for their interest; however, only short-listed candidates will be contacted.*