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LANDTRAN

A LANDTRAN COMPANY

Human Resources Coordinator/ Office Administration

This role provides support for the efficient and effective operations of our office and Human Resources department. This full-time role will provide a full range of management duties including but not limited to:

- assist with the recruitment efforts including job posting, interviews, new hire packages and employee orientations.
- maintain employee files and create documentation to maintain accurate employee records
- manage day to day running of the office
- administrative support to the General Manager
- employee management
- accounts management including Accounts Payable/Accounts Receivable
- payroll reconciliation
- marketing duties
- perform other duties as assigned

Qualifications:

- successful completion of post secondary /degree in Human Resources, Business Administration or another relevant field
- general knowledge of employment standards and human rights legislation in the Northwest Territories
- 7+ years office administrative / management experience
- proficient in Microsoft Office.
- well organized and detail oriented with an ability to multitask
- excellent time-management and communication skills

Please submit a resume to resumes@khione.ca.

We appreciate all expressed interest, however only the candidates selected for an interview will be contacted.