

Human Resources Clerk

#12-01 HRBC

Westwood Electric is currently recruiting for the position of **Human Resources Clerk** who will be based in our office in **Vernon, BC**.

This exciting opportunity calls for a detailed orientated individual, with great people skills. The successful candidate will focus on proactive recruitment and support the Management team from an HR capacity. In addition, provide administrative assistance to various staff as required.

The position will be responsible to meet a multitude of objectives including, but not limited to:

- Proactively attract, recruit & retain candidates with focus on craft recruitment
- Collect and verify craft trade credentials
- Assist with employee on-boarding & safety orientations
- Administration of HR files and databases
- Organize travel and accommodations for craft employees when required
- Ensure all correspondence, communication & reports are dealt with in a timely and confidential manner
- Provide backup coverage for the Receptionist, as required
- Continually promote Westwood's Vision, Mission & Values
- Other general administrative support as required

The Human Resources Clerk will possess the following attributes and qualifications:

- Previous human resources and/or administrative experience (over 2 years)
- Recruitment experience an asset
- Strong computer skills including Microsoft Office (Outlook, Word, Excel)
- Extreme attention to detail, excellent organizational, and multi-tasking skills
- Team player with a positive attitude

All applications will be handled in confidence and should be e-mailed no later than February 15, 2012, quoting the job title and posting **#12-01 HRBC** to: jobs@westwoodcompanies.com or fax to: (250)-542-4915.

We thank all candidates for their interest; however, only those candidates chosen for an interview will be contacted.

Powering growth & success through our people.