



Confidential HR & Office Administrator

Job Type	Permanent Full-Time
# of Openings	1
Posting Date	2024/04/12
Closing Date	Open Until Filled
Salary	From \$27.40/hr - \$32.21/hr
Location	Prince George

We recognize that everyone's needs are unique. We will consider a hybrid work arrangement after an indoctrination period.

WORKING FOR COBALT GROUP

Cobalt Group is the industrial contractor of choice; we set the benchmark for service excellence. Safety is an integral part of our company's operating philosophy and is a key component of our overall success. We are committed to the safety and well-being of our employees.

Main Duties and Responsibilities

Office and HR Administrator is a front-facing role that coordinates human resources and administration procedures, recruitment and onboarding activities, organizing and maintaining certification and training records. The candidate exercises significant discretion and judgment, handles highly confidential, sensitive material, organizes and coordinates branding strategy and special events. To succeed in this role, the candidate must be confident, professional, highly motivated, and committed individual.

Accountability and Contacts

- Reports to the Asset Manager for guidance, direction, and career development support.
- Internal contacts include dispatchers, payroll, managers, superintendents, accounting, and payroll.
- External contacts include current and potential temporary employees as well as suppliers and sub-contractors.

Areas of Responsibility

To succeed in this role, the position will utilize strong communication, curiosity, and analytical skills. A problem-solving attitude and ability to follow through on work assignments and commitments is critical.



General Responsibilities

- Promote job opportunities on Cobalt's career page, social media, job boards, professional and trades associations and internally;
- Use various online and network channels to identify potential hires to build a talent pool;
- Review incoming resumes and employee referrals;
- Conduct screening interviews via virtual, in-person and phone;
- Perform credential and background checks;
- Provide qualified shortlists for critical talent resources to frontline leadership for approval;
- Support the Safety Officer in delivering onboarding training and maintaining employee training records;
- Organize and maintain personnel records and administrative policies and procedures;
- Address employee queries related to HR issues;
- Assist payroll by providing relevant employee information (e.g. work schedules, pre-qualifications, employee/sub-contractor information to set up payment, expense forms).
- Uses company templates to prepare HR documents such as employment offers and sub-contractor agreement
- Manage all social media channels including, but not limited to, Facebook, Twitter, Instagram, LinkedIn, etc.;
- Analyze incoming and outgoing communications from employees and potential employees;
- Prepare and coordinate the production and presentation of summary briefs on recruitment and sourcing activities, status of hiring, and standard reports for the senior team;
- Support business development and client relations by creating and designing branding and promotional materials such as pamphlets, posters and other outreach materials;
- Plan, organized and coordinates events, such as staff teambuilding events and client engagement activities;
- Type and proofread correspondence, forms and other documents for the senior team;
- Prepares purchase orders, accounts payables and credit card reconciliations;
- Cross-training and backup for Payroll and Accounts Payable/Receivable vacation relief and general office administration.



Qualification and Skills

- Certification in human resources or a related field of study;
- Demonstrates initiative and professionalism;
- Ability to work under the pressure of interruptions and adapt to changes;
- Exceptional interpersonal, communications and customer service skills;
- Strong communication - writing, editing (photo, video and text), presentation skills
- Precision to detail and high level of thoroughness;
- Exceptional organizational, prioritization and time-management skills
- Tech-savvy with advanced-level knowledge of standard office software (Excel, Word, PowerPoint, Outlook)
- Ability to maintain confidentiality when managing company business
- Ability to work in a team environment.

Preference may be given to:

Human Resources and/or office administration experience.

Knowledge of labour relations and employment law is considered an asset.

HOW TO APPLY

Your resume should clearly identify how you have the knowledge, skills, and experience to be successful in this position. Submit your resume to resumes@cobalt-group.ca with the job title in the subject line. Thank you for your interest in working with Cobalt Group.