



## **HR & Training Administrator**

Irwin's safety provides the highest standard of full cycle risk management services throughout Western Canada. Management at Irwin's Safety & Industrial Labor has extensive experience in power generation and large industrial projects, specializing in confined space, first aid, safety consulting/coordination and rescue services.

Our employees inspire and foster a culture of safety and well-being in all our endeavors. We are industry leaders in occupational health and safety as well as environmental services. Our success is measured through superior performance indicators, customer satisfaction and employee engagement.

Currently, we are looking for a part-time **HR and Training Administrator** who is willing to travel. The successful applicant will be responsible for working closely with the Resource Director and will be instrumental in supporting the current resources team. The main function of this role will include; recruitment, on-boarding and training related tasks.

The successful candidate will thrive in a fast-paced environment that values being adaptive, innovation, and efficiency.

### **Role Expectations**

- Review, sort and respond to resumes as they arrive
- Track and record applicant information
- Coordinate interviews, on-boarding and orientation sessions
- Create customer invoices
- Assist in the creation and recording of training records

### **Skills & Education**

- Experience in recruiting would be an asset
- Strong attention to detail is required
- Exceptional written and oral communication is a must
- Working knowledge of Office 365, SharePoint and Teams is a definite asset
- Office administration or HR certificate would be an asset
- Initially, this position will consist of approximately 20-30 hours per week with a high probability of developing into a full-time role.

**To be seriously considered for this position, please contact Angela at 250-878-1747.**

Job Type: Part-time