

Human resources officer NOC 12101

688953 BC Ltd. o/a Comfort Inn and Suites Surrey

Job ID
48925

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LOCATION	DATE POSTED	EXPIRY DATE	
8255-166 St. Surrey, Surrey, British Columbia, BC British Columbia	30-01-2026	25-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.60 hourly / 35 hours per week	1 year to less than 2 years	College/CEGEP

Job Details

Company: 688953 BC Ltd. o/a Comfort Inn and Suites Surrey

Vacancy: 1

Position: Human resources officer NOC 12101

Wage: 36.60 hourly / 35 hours per week

Terms of employment: Permanent employment, full time, day , Evening

Business and job location:8255-166 St. Surrey, BC V4N 5R8

Job Description

Languages

English

Education

College/CEGEP

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Identify current and prospective staffing requirements

Collect and screen applicants

Advise job applicants on employment requirements and terms and conditions of employment

Review candidate inventories

Contact potential applicants to arrange interviews

Recruit graduates of colleges, universities and other educational institutions

Notify applicants of results of selection process and prepare job offers

Advise managers and employees on staffing policies and procedures

Organize staff consultation and grievance procedures

Determine eligibility to entitlements and arrange staff training

Experience and specialization

Computer and technology knowledge

MS Word

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Flexibility

Organized

How to apply

By email

hrkoonerconstruction@gmail.com