

Rogers Foods

<https://rogersfoods.com/job/human-resources-assistant>

Human Resources Assistant

Description

LEVEL: EXCLUDED

WAGE: \$65000K - \$85000K

The Human Resources Assistant provides confidential administrative support to the Human Resources Manager within a manufacturing and corporate office environment that includes unionized, non-unionized, and salaried employees.

Qualifications

- Formal Administrative Assistant training with a focus on Human Resources, plus 3 years of related experience.
- Demonstrated proficiency in Microsoft Office applications.
- Experience with applicant tracking systems (ATS) and knowledge of HRIS (Human Resources and Payroll Information Systems) are considered assets.
- Self-motivated, with the ability to work under pressure and meet deadlines.
- Ability to work effectively both independently and as part of a team.
- Excellent attention to detail, with strong grammar and communication skills.

Responsibilities

- Support the Human Resources Department in achieving company objectives.
- Assist with company-wide recruitment and selection activities, including internal and external job postings, application screening, assessment testing, interview scheduling, reference checks, new hire documentation, and orientation as required.
- Create and maintain electronic employee files.
- Work closely with the Training Coordinator to support onboarding and create a positive new hire experience.
- Prepare job offer letters for Human Resources Manager approval and signature.
- Coordinate and process RCIP applications and IRCC Offers of Employment.
- Assist with updating job descriptions across the organization.
- Coordinate and maintain the company's long-service and employee recognition programs.
- Initiate and coordinate Armstrong Division Christmas celebration activities in collaboration with other Human Resources staff.
- Assist with employee satisfaction surveys, including compiling statistical results, preparing management summary reports, and supporting follow-up activities.
- Provide labour and employee relations support as required.
- Assist with corporate Human Resources initiatives.
- Maintain and administer the applicant tracking system and provide reports as required.
- Prepare attendance and other Human Resources/payroll-related reports as required.
- Coordinate the annual archiving and shredding of personnel and payroll files

Hiring organization

Rogers Foods Ltd

Employment Type

Full-time

Industry

Manufacturing

Job Location

4420 Larkin Cross Road, V0E1B4,
Spallumcheen, BC, Canada

Working Hours

38 Hours Per Week

Base Salary

\$ 65000K - \$ 85000K

Date posted

May 27, 2026

in accordance with retention requirements.

- Carry out additional duties and projects assigned.
- Follow Good Manufacturing Practices (GMPs) while performing job duties and tasks.