

## Join Our Rapid-Growing Team as a Human Resources Administrator!

Are you a proactive and resourceful HR student or recent graduate looking to make a real impact? Do you want a role where you can gain hands-on experience while helping shape the future of a rapidly growing business? We're excited to offer an entry-level opportunity that will allow you to develop your HR skills and contribute to strategic goals.

### Here's how you can add value:

As our **Human Resources Administrator**, you'll play an essential role in supporting the HR Manager, who serves as a strategic partner within our organization. By taking on key HR tasks, you'll help free up the HR Manager to focus on high-level projects that align with our business's growth objectives and enable us to develop a skilled, adaptable team. In this role, you'll gain real-world experience in recruitment, onboarding, employee engagement, and benefits administration, all while assisting in organizing training programs and maintaining compliance with safety requirements. Your contributions will be crucial as we build capacity and ensure our resources are well-positioned for the challenges of rapid growth.

### You will gain experience in:

- **Recruitment & Onboarding:** Help attract top talent by posting job vacancies, screening resumes, scheduling interviews, and ensuring new hires have a smooth onboarding experience.
- **Employee Development:** Support annual reviews and organize in-house and external training programs that foster technical growth, aligning with team and company goals.
- **Benefits & Safety Administration:** Administer employee benefits, respond to inquiries, maintain safety policies, schedule safety training, and manage third-party compliance portals to ensure technicians have site access.
- **Compliance & Legislation:** Maintain a working knowledge of regional labor codes, employment standards, and safety legislation, ensuring all HR activities comply with regulatory requirements.
- **Organizational Efficiency:** Assist in standardizing and reorganizing our HR and Safety SharePoint sites, making it easy for the team to access essential information and resources.
- **Travel Coordination:** Coordinate internal travel and negotiate hotel rates to help reduce company expenses.
- **Employee Engagement:** Organize team-building events and gatherings, promoting a cohesive and positive work environment.
- **Administrative Support:** Work closely with the HR Manager and assist other business units as required, ensuring smooth operations and aligning HR support with strategic goals.

### The ideal candidate is:

- Currently enrolled in or recently completed a post-secondary program in Human Resources, Business Administration, Occupation Health & Safety, or a related field.
- Knowledgeable about regional labor codes, employment standards, and safety legislation.
- A quick-thinking, highly organized individual with strong communication skills and a strategic mindset.



Group of Companies



- Proficient in Microsoft Office, with the ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Skilled at handling confidential information with tact and diplomacy, bringing a positive and proactive attitude to your work.
- Resourceful and efficient, able to find tools and solutions that enhance productivity.

### Why Join Us?

- **Real-World Experience:** Be involved in meaningful projects that will boost your HR skills and contribute to our business's growth.
- **Mentorship & Development:** Work with an experienced HR Manager dedicated to your professional development and career success.
- **Dynamic Work Environment:** Experience a variety of HR functions, build capacity within the team, and be part of an exciting phase of rapid expansion.
- **Career-Boosting Opportunity:** Gain tangible experience that will prepare you for future roles in HR and make a lasting impact on our team.

### Ready to gain meaningful HR experience?

If you're ready to start making a difference and grow your skills or simply want to learn more about AEM Ltd., send a copy of your updated cover letter and resume to [careers@aemltd.com](mailto:careers@aemltd.com). This job ad will remain posted until the position has been filled.

We thank all applicants for their interest in a career with AEM. Only successful candidates will be contacted for an interview.