

Raytheon Canada Limited

At Raytheon Canada Limited, we are committed to both our customers and employees. Our division provides Mission Support, servicing the defence, security and aerospace sectors with a broad range of high technology products and services. You will be part of a valuable team that allows you to be challenged and offers unique opportunities, working on projects that are making a positive impact on our world. Raytheon Canada offers competitive salaries and a comprehensive benefits package

Human Resources Administrator

We are presently seeking a Human Resources Administrator for a 1 year contract to assist in various HR initiatives and programs.

Job Duties:

- Handle confidential information in a professional and discreet manner.
- Provide assistance to the recruitment function by preparing job postings, tracking and distributing resumes, setting-up interviews, completing the required background checks and conducting employee orientations.
- Assist in the development and updating of Human Resources policies and procedures
- Assist with the training and development program - research training providers and/or programs, assist with the design of a training tracking system and register participants in training
- Manage the employment equity program – lead Employment Equity Committee meetings, maintain the database, prepare reports and ensure policies and procedures are updated to align with any changes in legislation
- Maintain the Human Resources internal webpage, ensure job descriptions are kept up to date, post all open positions and update the news section as required.
- Maintain organizational charts
- Assist in the management of company benefits
- Support the preparation of reports and presentations using the appropriate software
- Maintain personnel files, including creating files for new employees
- Assist with various ad hoc Human Resources projects

Requirements:

- 1-2 years of experience working in Human Resources administration
- Diploma/Degree in Human Resource Management
- Professional HR Designation (CHRP) would be an asset
- Strong Microsoft Office skills and experience working with reporting tools and HRIS systems
- Must have good organizational, interpersonal and communication skills (oral and written)
- Must be able to maintain strict confidentiality
- Knowledge of related governmental Labour laws and regulations would be an asset
- Team player, capable of performing under strict deadlines with accuracy

Other information:

Only those selected for an interview will be contacted. Interviewed candidate will be required to successfully complete a Criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number W2014-004 to:

Raytheon Canada Limited

Attn: Human Resources

919 72nd Ave, N.E.

Calgary, Alberta

T2E 8N9

Email: HR@Raytheon-ssd.com

Fax: (403) 295-6682

Website: www.raytheon.ca

Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants