



297 Nelson Street W  
P.O. Box 448  
Virden, MB R0M 2C0  
Phone: 1-866-887-3669  
Email: [careers@rfnow.com](mailto:careers@rfnow.com)

## HR GENERALIST

RFNOW Inc. is seeking applications from motivated individuals interested in joining our new and developing *Human Resources Team*. The successful candidates will support the day-to-day operations of all departments by helping to guide and facilitate their interactions throughout the employment cycle including Recruitment & Selection, Training & Development, Performance Management, Compensation & Benefits, Employee Relations, and Succession Planning. This is an excellent opportunity to build your exposure and knowledge of all aspects of HR.

### General Responsibilities:

- Provide administrative support to the HR team and other groups
- Organize and maintain physical and electronic copies of employee records
- Use HR software to manage payroll and employee benefits, including bonuses, leaves, and absences administration
- Assist in the coordination of staffing and recruitment processes and maintain applicant tracking system
- Oversee employee labor laws and regulations to assure compliance
- Process documentation and prepare reports relating to performance reviews
- Plan and participate in onboarding strategies and new employee orientations
- Arrange seminars, workshops, and conferences based on each department's needs
- Coordinate employee satisfaction surveys and give actionable insights to improve employees' experience
- Reinforce the company policies, rules, and procedures to ensure employees' safety
- Support employees when human resources issues arise with efficient problem-solving
- Recommend and develop employee relations practices to foster a positive employer-employee relationship
- Conduct and analyze exit interviews and make actionable recommendations based on data
- Serve as back up to Payroll Administrator

### Qualifications & Experience:

- Completion an accredited HR program is an asset
- Confidentiality, integrity, discretion, and empathy are paramount
- Excellent verbal and written communication skills
- Confidence and the ability to develop relationships with employees at all levels
- Previous administrative and customer experience in a professional environment
- Previous payroll administration experience is an asset
- Understanding of federal and provincial labour laws and regulations is an asset
- Experience in typical tasks such as development of training programs, employee database management, HR analytics and metrics



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If interested, please forward your resume and cover letter detailing your interest and qualifications to [careers@rfnow.com](mailto:careers@rfnow.com).

RFNOW Inc. is an equal opportunity employer. We welcome applications from people from all backgrounds and capabilities. Applicants are welcome request necessary accommodations throughout our employment process.

**About RFNOW Inc.**

*RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance. Learn more at [www.rfnow.com](http://www.rfnow.com)*

> Contact us to learn more about **rewarding career opportunities!**

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