



297 Nelson Street W
P.O. Box 448
Virden, MB R0M 2C0
Phone: 1-866-887-3669
Email: 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
- Previous HR experience in the construction field or similar environment is an asset

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If interested, please forward your resume and cover letter detailing your interest and qualifications to 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

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