REDWOOD
PLASTICS AND RUBBER

Talent Administrator

MAKE. CREATE. INNOVATE.

Job Title Talent Admin
Location Corporate Office, Langley
Reports to Director of Talent Management

POSITION SUMMARY

Talent Admin supports the Talent Team by assisting with the administration of the day-to-day operations of the Human Resources Department, by carrying out responsibilities in the following functional areas: HRIS data entry, recruitment, employee relations, and general administration support. This is a full-time position, Monday to Friday 8 a.m. to 4:30 p.m.

DUTIES AND RESPONSIBILITIES

- Accurately enters timesheet data, and maintain the HRIS.
- Provides administrative support to the Talent team, file management, responding to internal and external inquiries and other administrative tasks.
- Support recruitment process for the Human Resources Department by posting internal and external job postings and announcements, scheduling interviews, preparing interview folders and filing all applications into Human Resources electronic filing system.
- Track and input time entry information for payroll
- Input all staff training and education into Human Resources Information System.
- Receives sorts and forwards incoming mail, parcels and deliveries.
- Performs other related duties as assigned

SKILLS, EDUCATION AND EXPERIENCE

- Post-secondary education in HR and/or Business Administration.
- Exceptional attention to detail and the ability to produce accurate, high-quality work
- Results-oriented, strong work ethic
- A fast learner with the ability to take initial direction and self-manage to complete assignments on time and to expectations.
- Passion and willingness to learn new tools and strategies, with a quick uptake time

THE REDWOOD ADVANTAGE

Work in an incredible space with amazing people who are passionate about maintaining a healthy and positive work environment.

- Competitive compensation and profit sharing
- Training and development opportunities
- Fitness facility
- Great dining space which includes kitchen stocked with healthy snacks
- Health, Vision and Dental Benefits
- RRSP matching program
- The opportunity to work with a fun and growing organization
- Work for an “essential service” company
- Room for growth and advancement
- Casual business dress environment
- Regular employee appreciation events
- Amazing supportive culture!

HOW TO APPLY: If this role is of interest to you, please send us your resume to.