

CARO Analytical Services is an employee-owned environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. Whether supporting a client cleaning up a contaminated site, providing water quality data to ensure Canadians have access to clean water, or supporting the government in testing our food source for potential pesticide exceedances, CARO provides the data essential to the success of these programs. CARO also happens to have a pretty awesome corporate culture thanks to a great team of employees who take their jobs seriously, but not themselves: We are charismatic scientists, driven to make the world safer and healthier.

DESCRIPTION: HR Assistant – Richmond, BC (Full Time)

- Assist with day-to-day operations of the HR functions and duties.
- Assist in health and Safety administration.
- Provide clerical and administrative support to the Human Resources department.
- Support all internal and external HR-related inquiries or requests.
- Serve as point of contact with benefit vendors and administrators.
- Participates in recruitment process to facilitate effective selection and retention.
- Coordinate communication with candidates and schedule interviews.
- Process documentation and prepare reports and maintain electronic records in the HR system.
- Assists with preparation of Standard of Procedures (SOP's).
- Assist with performance management and workforce planning procedures.
- Plan, organize and oversee events and company's social functions.
- Assists with HR initiatives to support organizational development.

QUALIFICATIONS:

- Highly collaborative approach to Human Resources.
- Ability to multitask, establish priorities, work independently, and proceed with objectives under minimal supervision.
- Sound Judgement, high standards of ethics and confidentiality to handle sensitive information.
- Tact and diplomacy in handling difficult and sensitive matters.
- Dedicated commitment to providing superior, timely internal and external customer service.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.

CARO Analytical Services offers attractive potential for career advancement, with competitive remuneration and benefits. If you aspire a career with a thriving, fast-paced and growing company with top quality people, consider CARO.

Please email your resume to hr@caro.ca and put "HR" in the subject line.