

 <p style="text-align: center;">Job Title: Human Resources Assistant</p>	<p>Job ID: MFS850(AD)</p>
<p>ABOUT THE OPPORTUNITY: We are currently looking for a Human Resources Assistant to join our St. Thomas team to support the Dowler-Karn Human Resources operations. Reporting to the Human Resources Manager, this position is responsible for:</p> <ul style="list-style-type: none"> • Recruiting activities including advertising job opportunities, applicant screening, setting up interviews and assisting with orientation activities. • Maintaining, updating, and providing reports using the HRIS for all necessary employment and personal data. • Providing administrative support including filing, managing the uniform program, and organizing training activities. • Working in collaboration with the HR team to support daily function as well as special projects and initiatives. • Supporting and guiding employees and managers regarding company policies, HR programs, administration, and interpretation. <p>ABOUT YOU: The ideal candidate will have:</p> <ul style="list-style-type: none"> • Post-secondary education in human resources, Business Administration, or related program. • 6+ months experience in Human Resources is preferred; experience in recruiting is considered an asset. • Strong organizational and time management skills along with attention to detail. • Proficiency with Microsoft Office Suite and ability to quickly learn other systems, including the organization’s HRIS system. • Excellent communication and interpersonal skills to build rapport and maintain relationships, including inquiries which may be of a sensitive and confidential nature. • Ability to work and deliver effectively in a fast-paced environment as well as the ability to adjust to changing business priorities. 	<p>Date Posted: August 1, 2022</p> <p>Location: St. Thomas</p> <p>Wage: TBD</p> <p>Hours: Full Time Days</p> <p>Education:</p> <p>Other:</p>
<p>To Apply: Submit a resume and covering letter to hr@dowlerkarn.com. Please reference “Your Name – HR Assistant” in the email subject line. This is a full-time day position. The deadline for consideration is 9:00 am on Monday, August 8th, 2022.</p>	<p>Apply By: August 8, 2022</p>