



A. HARVEY & CO. LTD

JOB POSTING

The Role

The company currently has an opening for a contract Human Resources Assistant. This contract will be fifteen (15) months in length and will be located at the A. Harvey & Co. Ltd. office at 60 Water Street.

In this role, the Human Resources Assistant will interact with all divisions of the A. Harvey Group of Companies. Primarily, the Human Resources Assistant is responsible for the timely processing of weekly & bi-weekly payrolls for all A. Harvey Group of Companies. This position will also provide assistance for all Human Resources functions across the department.

Some specific responsibilities of this role include but are not limited to the following: Preparation and processing of weekly & bi-weekly payrolls, submitting required weekly and monthly remittances, assisting with human resources projects and providing general support to any functional area of the Human Resources Group, including administration, recruitment and training.

The Candidate

The ideal candidate will have a diploma or degree in business administration, human resource management, accounting or payroll. Fundamental skills to the role are highly developed computer, administrative, time management and interpersonal skills. Ability to work in a fast-paced environment with tight deadlines and the ability to work a flexible schedule as needed is also ideal for this position.

If you are interested in this role, please forward an application by September 28, 2022 to:

**A. Harvey & Co. Ltd.
P.O. Box 5128
60 Water Street
St. John's, NL
A1C 5V6
Fax: 709-726-8044
Email: humanresources@aharvey.nf.ca**

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.