



# TORNGAIT SERVICES INC. EMPLOYMENT OPPORTUNITY

Torngait Services Inc. (TSI) is the operating arm of a Limited Partnership between the Nunatsiavut Government Group of Companies (NGC) and ATCO Structures & Logistics (ATCO S&L). TSI currently supplies all Site Services personnel to the Voisey's Bay Nickel Mine in Labrador.

*TSI is currently seeking qualified candidates for the following position in the Happy Valley-Goose Bay Administration office:*

## **Human Resources Assistant (1 Full-Time Position Available)**

### **Responsibilities:**

- Assisting with various recruitment activities
- Onboarding of new hires such as booking medical appointments and travel arrangements
- Health and Dental benefits administration
- Monthly reporting as required by client
- Updating and maintaining employee records and databases
- Maintaining leave records
- Coverage for Payroll when needed
- Other duties as required

### **Requirements**

- Undergraduate business degree and one (1) year of relevant experience; or
- Business Management or Business Administration diploma and three (3) years of relevant experience
- Applicants possessing an equivalent combination of education, training and experience will be considered.
- Applicants must possess a comprehensive knowledge in use of various computer software such as Microsoft Word, Excel, and PowerPoint
- Knowledge or experience in ADP payroll software would be considered an asset.

The successful candidate selected for the position will be required to complete the Pre- Access Medical, Drug and Alcohol Testing and provide a clear code of conduct.

***Preference will be given to Nunatsiavut Beneficiaries***

**DEADLINE FOR APPLICATION: February 15, 2019**

If you are interested in this opportunity please submit your application to:

**Torngait Services Inc**  
215 Hamilton River Road, Happy Valley-Goose Bay  
PO Box 430 Stn. B, Happy Valley-Goose Bay, NL, A0P 1E0  
**ATTN: Janice Webb**  
Email: [jobs@torngaitservices.com](mailto:jobs@torngaitservices.com)  
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