

## **Human Resources Technician – PERMANENT FULL TIME**

As a human resources technician, your duties revolve around the recruitment and selection of employees, which may include verifying credentials on applicants' resumes and providing overviews of employee benefits and compensation.

### **Responsibilities**

- **Communication services**
- **Talent acquisition**
- **Office management**
- **Benefits administration**
- **Employee performance management**

### **Required Qualifications and Proficiencies:**

- **Experience in human resources or related (essential).**
- **Exposure to labor law and employment equity regulations.**
- **Effective HR administration and people management skills.**
- **Exposure to payroll practices.**
- **Full understanding of HR functions and best practices.**
- **Excellent written and verbal communication skills.**
- **Works well under pressure and meets tight deadlines.**
- **Fantastic organizational and time management skills.**
- **Strong decision-making and problem-solving skills.**
- **Meticulous attention to detail.**
- **Ability to accurately follow instructions.**
  - **Highly computer literate with capability in email, MS Office, and related business and communication tools.**
  - **Proficiency with Microsoft Office suite (Word, Excel, PowerPoint).**

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