****



**Human Resources Coordinator**

[www.oxfordfrozenfoods.com](http://www.oxfordfrozenfoods.com)

Human Resources Coordinator, Oxford Frozen Foods, Oxford, NS

OXFORD FROZEN FOODS LIMITED, a member of the Bragg Group of Companies, is a vertically integrated wild blueberry farming/processing company and a major producer of frozen carrot products and battered vegetables. We have an immediate opportunity for a Human Resources Coordinator located in Oxford, NS.

This position requires the individual to be a team member in a multi-factory, multi-product manufacturing organization. As part of the Human Resources team, you will be responsible to provide support to day-to-day Human Resource operations with a focus on recruitment and staffing. You will create and maintain job postings, screen candidates, perform interviews, ensure candidates match job requirements and maintain / update company databases. You will plan and organize company awareness sessions as well as attending recruitment and job fairs.

The position will be of interest to individuals who possess:

* Superior communication and interpersonal skills.
* Must be flexible and have a commitment to providing excellent customer service.
* Fluency in a computerized environment including spreadsheet and social media applications.
* Ability to work independently while demonstrating ethics, confidentiality and professionalism.
* Ability to follow established policies and procedures.
* Ability to express ideas clearly and understand the need for teamwork.
* Strong organizational skills with the ability to multi task.
* Sense of urgency.
* Ability to consistently meet deadlines.
* Experience working within Human Resources, staff assistant or relevant administrative position.
* Degree or certificate in Human Resources or related field an asset.
* Experience with The Predictive Index an asset.

Please forward your resume with a covering letter demonstrating how your skills and experience meet the above qualifications. Resumes should be faxed or e-mailed referencing “Human Resources Coordinator” to:

**Oxford Frozen Foods Limited**

**PO Box 220**

**Oxford, NS B0M 1P0**

**Fax : 902-552-3016**

**Email:** [**resumes@oxfordfrozenfoods.com**](mailto:resumes@oxfordfrozenfoods.com)

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted. No agencies or telephone calls please.

Deadline: August 16, 2019 @ 5:00pm