



MinMaxx, a recognized leader in the Real Estate industry who strives towards excellence, always exceeding our customers' expectations.

Human Resources/Office Assistant

Competition # 02-09

Salary Range from \$10.25 to \$13.00 depending upon skillset and ability

Description

Purpose of the job

Reporting to the Human Resources Consultant/Manager, and working in a faced paced team environment, the Human Resources/Office Assistant will provide end to end support in the execution of various assignments and projects. The Human Resources/Office Assistant will also provide key operational support on all office fronts and to the Front Desk Agents.

Key Responsibilities

- Prepare client appreciation/retention letters, respond to customer surveys.
- Assist in the creation and implementation of media lists and client reporting.
- Organize, arrange and manage of all Trade shows and events, prepare presentations.
- Handle day to day assigned office duties as relating to faxing, filing, photocopying, and binding etc.
- Contact candidates/clients for appointments; follow ups, Prepare new Employee Onboarding files.
- Cover Front Desk Agent for Lunches and breaks and during vacations.
- Assist with preparation of spreadsheets and manuals etc.
- Conduct Market research on HR metrics, salary classifications, prepare schedules, monitor vacation, absenteeism etc.
- Assist with short term projects, and coordinate talent acquisition programs.
- Maintain discretion and confidentiality to respect clients' privacy.
- Promote MinMaxx in the community by participating in and being involved in community activities or events while demonstrating the Company values.

- Track and prepare payroll on a bi-weekly basis.
- Other duties as assigned.

Knowledge, Experience & Skills:

- Strong Microsoft office skills. Word, Excel, PowerPoint and Outlook.
- Strong knowledge of Payroll and Human Resources practices
- Highly efficient, communication and excellent listening skills.
- Personable, motivated, resourceful and an excellent team player.
- Available for periodic peak work periods – after hours and weekends.
- Ability to multitask, adapt, and meet tight deadlines.
- Ability to work independently and as a team member.

Interested applicants submit a covering letter and resume to hr@minmaxx.com

And submit personality survey available at <http://nextsuperagent.com/step1.php>

Selected applicants will be called for an interview