

Who We Are:

Established in 2021, BigRig Group has a unique business portfolio that fulfills all trucking needs under one roof, making it one of its own kind in the industry. BigRig Group is an end-to-end transportation solution provider in Western Canada. We have designed distinctive business models to cater to every type of trucking requirement. Big Rig Group consists of three core businesses - Big Rig Trailers and leasing - a licensed distributor for trailers. BigRig Tires & Services is the fastest growing distributor of commercial, industrial, and agricultural tires. BigRig Partz is the OE & OEM aftermarket parts supplier for commercial vehicles. The comprehensive inventory covers all makes & models from 100+ brands to cater to every demand of commercial vehicle.

Currently we are hiring the Human Resource Assistant who will be responsible for supporting various HR functions.

Key Responsibilities

Primary HR Duties and Responsibilities:

- Assist with recruitment (job postings, phone screens, reference checks, and offer letters/employee contracts)
- Support the full cycle employee experience (from onboarding to offboarding)
- Create and file employee contracts and documents
- Maintain confidential employee records in our HRIS system
- Maintain employee relations and contribute to a positive work environment
- Prepare various reports and data, as required
- Maintain knowledge of employment standards in Ontario
- Attend operations and general update meetings
- Assist with the administration of employee benefits plan and ensure staff are aware of updates
- Travel and event planning (including social committee activities)
- Assist with other HR or administrative tasks, as required
- Handle confidential and sensitive information with discretion and professionalism.
- Perform other duties as assigned.

Core Competencies:

- Proficiency with ADP, DocuSign, SharePoint, Indeed, LinkedIn
- Advanced skills with Microsoft Office
- Experience working with multiple offices and cultures
- Strong attention to detail along with organizational and time management skills
- Ability to adapt to change in a work environment that is steady to fast paced

- Strict confidentiality and the ability to maintain discretion is a must
- Commitment to providing exceptional staff support
- Ability to work independently and take initiative
- Collaborative and cooperative with a willingness to assist colleagues
- Accountable, dependable, and punctual
- Initiative to work alone on projects and also support and contribute to the team
- Display professional integrity, and passion at all times
- 2 to 5 years HR experience preferred
- Exceptional communication (verbal and written) and interpersonal skills

Job Requirements

Qualifications

- Degree or Diploma in Human Resource Management or Business Administration and/or a combination of education and relevant work experience.

Experience

- 3-5 years of work experience in a Human Resource capacity.
- Experience managing Applicant Tracking Systems an asset.