

HR COORDINATOR / OFFICE ADMINISTRATOR

Primary Location: Richmond, BC

Employee Status: Full Time

Summary of Responsibilities:

Bridgemans Services Group LP are currently seeking HR Coordinator / Office Administrator to work in a high paced diversified marine company with projects around the world. The position is based in our Head Office in Richmond, British Columbia and is a full-time position, yet may require at times to work off-hours or alternative locations to accommodate employee or business needs.

Responsibilities and essential job functions include, but are not limited to the following:

- Work closely with Business Manager on all corporate matters as assigned
- Assist others in the corporate office and on-site with special projects and admin responsibilities
- Administer employment matters including hiring, new hire orientations and preparations of induction to site requirements
- Coordinate on-hiring process of new employees both at corporate and site level
- Maintain all Human Resources records including personnel files
- Write job postings and administer resumes submitted
- Assist in interview process of new candidates

Qualifications:

- Degree in Human Resources from accredited college or university
- Minimum three (3) years of Human Resources experience
- Strong level of organization
- Excellent problem-solving skills, multi-tasking abilities, interpersonal skills
- Maintains confidentiality at the highest level
- Must have the ability and desire to work with others
- Excellent verbal, computer (Word, Excel, SharePoint) and written communication skills
- Experience working for a marine company / ship manager preferred

ABOUT BRIDGEMANS SERVICES GROUP LP:

Bridgemans Services Group LP (BSG) is a global provider of flexible, full-service floatel and marine transport solutions. BSG customizes services to the exact needs and locations of clients, ensuring that solutions meet precise specifications, including logistics, crew transfers, housekeeping, catering and the fulfillment of all HSE requirements. The company also specializes in refitting and refurbishing vessels to fulfill requirements in a range of sectors from major construction projects to natural resources and energy production.

At Bridgemans Services Group we believe that each employee contributes directly to our growth and success. We are committed to workplace excellence, safe work environments and the communities where we work and live. Bridgemans Services Group hires on the basis of merit and is committed to Employment equity.