

Thomas Robinson Consulting Ltd. provides a variety of support services for children, youth, adults and families across Northwest BC.

JOIN OUR TEAM IN SMITHERS

We are looking for an individual with Office Administration and Human Resources knowledge, skills and experience to join our expanding Team.

Must have:

- Proficiency in Microsoft Word, Excel, Outlook, Teams, One Drive, SharePoint, along with the ability to quickly learn and adapt to new computer programs.
- Completion of a diploma or certificate program Human Resources or Business Administration
- Two years experience in Human Resources or Administration

Hours: 35 hours per week

START DATE: ASAP **CLOSING DATE:** February 14, 2025

*TRCL offers a competitive wage ranging from \$29.00 to \$32.00 per hour,
full extended health and wellness benefits, paid sick and vacation.*

APPLICATION INFORMATION

Scan the QR Code for application

Join our Team :

Email: trcl@trcl.ca



<https://trcl.ca/resources/employment-opportunities/>

