

# Office/HR Administrator

Borden-Carleton, Prince Edward Island · Manufacturing

We are looking for an experienced **Office/HR Administrator** professional to join our vibrant team to spread the word that we're on a mission to make handheld comfort food for fuelling epic adventures near and abroad! This is a full-time year-round permanent position. You'll often be the first face that professional visitors see in our new space, and vibrant enthusiasm for all things Handpie is essential.

Using quality local ingredients, our highly skilled culinary team will be expanding our team to make delicious savoury pies in Borden-Carleton, Prince Edward Island for broader distribution across the Maritimes. This position will be working from our new headquarters in Borden-Carleton, a part of the Food Works manufacturing hub!

## Hourly Wage and Benefits

\$19/hour

Dental & Medical benefit coverage available after 3 months

## Anticipated start date

October 2023

## What You'll Be Doing

Working under the direction of the Operations Manager:

- Provide administrative and reception duties for the FoodWorks location of the Handpie Company in Borden-Carleton;
- Administer various aspects of the human resources function such as recruitment, onboarding, payroll, conflict management, and assisting with further developing the HR action plan for the Albany and Borden-Carleton locations;
- Light bookkeeping, preparing receipts and submission for monthly bookkeeping;
- Ordering office supplies and maintaining accurate records of documentation;
- Demonstrate work ethic, adherence to quality, respectful communications, with a dose of good humour;

## Qualifications

- Post-secondary education in a related field and/or combination of professional development with related work experience. Will give special consideration to those who have managed restaurants/front of house.
- Experience and training in human resources and general business administration;

- Self-starter, organized, and professional.
- Proficiency in various computer applications, including MS Word/Google Docs, Excel/Google Sheets, Canva
- Integrity, work ethic, time management, attention to detail, problem-solving, and team player.

## Open Application Process

*No closing date set yet so please feel free to submit your resume for review/consideration.*

*Join us and become part of our amazing and diverse crew!*

The Handpie Company is fully committed to creating an inclusive environment and building a team that represents a variety of backgrounds, perspectives, and skills. All qualified applicants will receive consideration for employment without regard to age, race, religion, ethnicity, gender, disability, citizenship status, marital status, actual or perceived sexual orientation. We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

## Who We Are

The Handpie Company was established in Prince Edward Island in 2017 with a focus on creating sweet and savoury hand-held pies made with quality local ingredients. Our diverse and dedicated team operates across two locations, a retail site located in Albany, PE and a federally certified production facility in Borden-Carleton, PE. These two sites help widen our distribution to reach our loyal fan base – both locally and nationally.

## Apply Today!

Email your resume and cover letter to: [Sarah@handpie.ca](mailto:Sarah@handpie.ca)