



PROJECT MANAGER COMMUNICATION / MARKETING

communications & marketing coordinator, director, communications & marketing, project manager communication / marketing

Project Managers Communication/Marketing identify and advertise job vacancies, recruit candidates, and assist in the selection and reassignment of employees. They are employed throughout the private and public sectors.

KEY RESPONSIBILITIES



Specialists in advertising, marketing and public relations perform some or all of the following duties:

- Identify current and prospective staffing requirements, prepare and post notices and advertisements, and collect and screen applications
- Advise job applicants on employment requirements and on terms and conditions of employment
- Review candidate inventories and contact potential applicants to arrange interviews and transfers, redeployment and placement of personnel
- Recruit graduates of colleges, universities and other educational institutions
- May supervise personnel clerks performing filing and record-keeping duties.
- Notify applicants of results of selection process and prepare job offers
- Advise managers and employees on staffing policies and procedures
- Organize and administer staff consultation and grievance procedures
- Negotiate settlements of appeals and disputes and co-ordinate termination of employment process
- Determine eligibility to entitlements, arrange staff training and provide information or services such as employee assistance, counselling and recognition programs
- Co-ordinate and participate in selection and examination boards to evaluate candidates

THIS JOB IS RIGHT FOR YOU IF:



- You want to live an oversized life in one of Canada's beautiful forest communities
- A sense of community is important to you
- You like variety and learning new things
- You want to make a difference working in a green job
- You take a systematic approach to problems
- You have an eye for details

EDUCATION AND TRAINING



Certification as a Certified Human Resources Professional (CHRP) may be required. A university degree or college diploma in a field related to personnel management such as business administration, industrial relations, commerce or psychology or completion of a professional development program in personnel administration is usually required. Some experience in a clerical or administrative position related to personnel administration may be required.

Here is a complete list of Canadian Universities and Colleges:
thegreenestworkforce.ca/education

Notice

The requirements listed are generally required qualifications for this Career Type. The qualifications may vary based on the employer and/or the geographic location of that job.

DARE TO COMPARE

See how much time and money you would save by moving to a forest community.

thegreenestworkforce.ca/compare

If you want good pay, opportunities to learn on the job, a great lifestyle and the chance to work in Canada's Greenest Workforce, then the forest products industry is right for you.