



# Human Resources Assistant

## **CFMWS – WHERE PURPOSE MEETS PASSION!**

At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events.

Our success stems from living our values. Our employees care about their role in supporting Canadian Armed Forces members, veterans and their families and act with integrity in all they do. Thriving in our close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible programs and services.

As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact.

**SALARY:** 25.32 - 28.45 CAD Per Hour

**LOCATION:** Geilenkirchen, Germany  
Primarily at GK NATO Base,  
with occasional work days at Niederheid SKK Base.

**POSITION TYPE:** Temporary Full Time  
This position shall terminate upon the effective date of your spouse's OUTCAN posting.

## **THE ROLE**

As a Human Resources Assistant, you will assist and provide clerical and administrative support for the provision of human resources functions at your location and act as the first point of contact for business and employee inquiries. You will assist with recruitment functions including posting job opportunities, scheduling interviews, completing reference checks and security screening, and providing information to hiring managers. You will administer the employee orientation program and ensure that all new hire documents are completed accurately. The Human Resources Assistant will develop and maintain effective means of organizing and accessing information, suggest the development of tools, programs and training to address recurrent issues and participate in the implementation of new programs, policies and procedure. This is a hands-on role, working as a team to best support the business with its human resources needs. If you are passionate about all aspects of human resources, understand the value of people, and are detailed oriented and organized, this is the opportunity for you.

## **QUALIFICATIONS NEEDED**

### **Education, Certifications and Licenses**

College diploma or certificate in Human Resources Management, Business Administration, Accounting, or related field AND some years of experience in Human Resources or Office Administration

A demonstrated equivalent combination of education, training, and /or experience. This includes but is not limited to demonstrated military education, training or experience.

### **Experience**

In office administration  
In applying policies, procedures, and regulations  
In payroll administration  
In recruitment and selection

### **Competencies**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership

## **LANGUAGE REQUIREMENTS**

Bilingual (English and French) Essential

Reading: Functional

Writing: Functional

Oral: Functional

## **BENEFITS AVAILABLE**

**Health Benefits:** Drug coverage, virtual care (telemedicine), Employee and Family Assistance Program, mental health support, travel insurance, dental, vision, life insurance and disability insurance.

**Work Life Balance:** Flexible work options and a wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.

**Learning and Development:** Payment of professional association memberships, online learning opportunities including a LinkedIn Learning subscription and second language training.

**Perks:** Discounts through CF One Member Appreciation.

## **OTHER INFORMATION**

This is an on-site position, with the majority of duties performed at the GK NATO Base and, on occasion, at the Human Resources Office located on the Niederheid SKK Base.

This category I position is open to dependents (Canadian citizens/permanent residents) of serving Canadian military members or Civilian component members accompanying the Force under the NATO SOFA.

All candidates are required to present, along with their resume, proof of their eligibility to work for CFMWS in Europe: mandatory SOFA stamp and any other required documentation, e.g., visa, recognizing their legal status to live and work within the host nation in Europe.

Please note, Canadian dependents who are incoming candidates can apply for this position provided that a copy of a sponsor's posting message or equivalent is included with the application; however, a SOFA stamp will be required prior to any formal offer/commencement of employment.

Reliability Security Clearance Required.

**Application deadline: March 4th, 2026, at 11:59 pm Central Berlin Time**

## **START DATE**

May 4th, 2026

## **INCLUSION AND ACCOMMODATION**

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**To apply, scan the QR code which will take you to the application page.**



**Or click on the following URL: <https://ca01-apply.sabatalentlink.com/apply-app/pages/application-form?jobId=QDCFK026203F3VBQBLOLO8MBD-41457>**

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Do not see an opportunity that currently interests you? Visit [www.cfmws.ca/careers](http://www.cfmws.ca/careers) and apply to our General Application.