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???? HR Assistant

Hiring organization
Education Service Firm

Employment Type
Full-time

Job Location
Toronto

Working Hours
8 hours Shift, Monday – Friday

Base Salary
$ 15 - $ 17

Date posted
2022?7?22?

Description

Our growing team is looking for a dynamic, driven and highly organized person to join our team. Ideally this person has Human Resources background and works well under pressure both independently and as part of a team.

Responsibilities

- Assist with all internal and external HR-related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by cooperating with recruitment team members, identifying candidates, performing reference checks and issuing employment contracts.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist with payroll and HR projects as request.
- Support other assigned functions as required.

Qualifications

- Background in HR or related field preferred;
- Great communication skills;
- Detail-oriented; team player;
- Being fluent in Mandarin is an asset.

Job Benefits

Paid time off – vacation paid

Contacts

Send your resume to intsconsulting.hr@gmail.com