



<https://intscanada.com/job/%e6%95%99%e8%82%b2%e9%9b%86%e5%9b%a2/>

## ???? HR Assistant

### 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](mailto:intsconsulting.hr@gmail.com)

### 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

2021-10-12