

https://intscanada.com/job/%e6%95%99%e8%82%b2%e6%9c%ba%e6%9e%84-3/

????! 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

Hiring organization

INTS Consulting ???????????

Employment Type

Full-time, Part-time

Job Location

Toronto

Base Salary

\$ 15 - \$ 18

Date posted

2023 ? 2 ? 22 ?