



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

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

20211012