

NOW HIRING: Human Resources Assistant (Paid Internship)

One-Year Contract – may become permanent

Job Description:

This is an ideal opportunity for an HR professional to make their first move into their professional career. The HR Assistant will report to the HR Coordinator and work as part of a team to provide support in the HR department. This internship will provide valuable work experience and the opportunity to develop transferable skills that will assist in the long-term career of the candidate.

Qualifications:

This position requires superior interpersonal, organizational, and decision-making skills with an ability to communicate with all levels of the organization. The successful candidate will be a university or college graduate who has graduated within the last three years from an accredited college or university in Human Resources. The candidate must be a graduate of a post-secondary degree or diploma program in Human Resources. The position will be a first full-time employment in the candidate's field of study.

Application Deadline:

Open Until Filled

Please submit resume and cover letter to:

Email: interview@clfortfrances.com

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