

HUMAN RESOURCES SUMMER STUDENT



As a second or third year Human Resources Summer Student, you will contribute within a team environment to assist the Human Resources (HR) team with various HR projects, as well as gain hands-on experience in the areas of employee onboarding, recruitment, compensation, document development/enhancement, and special projects. You will have the opportunity to learn from industry professionals, gain valuable real-world HR experience, and work in a dynamic environment. If you are a motivated Human Resources student with initiative, then you may be the perfect candidate for this role!

To find out more about Edon Management, visit www.edonmgmt.com

Position details:

- Summer student position (May - August)
- 7:30 AM – 4:00 PM Monday to Friday
- Competitive wage

Major Responsibilities

- Assist with recruitment activities including preparing, vetting and posting engaging job advertisements; researching external job platforms and media sources; and distributing candidate applications
- Contribute to new hire onboarding initiatives including assisting with the preparation of offer letters and new hire packages, greeting new hires, and conducting new hire orientations
- Streamline employee job descriptions and training plans to accurately reflect position qualifications, responsibilities and training requirements
- Develop, enhance, and/or implement HR policies, procedures and work instructions that improve department and company operations
- Support the HR team on a variety of projects including Edon Management's annual wage analysis and transitioning personnel files to an electronic-based system
- As required, assist with RRSP and Benefits administration and provide best practice research

Experience & Qualifications

- Second or third year student, pursuing a Bachelor of Commerce (BComm) or Bachelor of Business Administration (BBA) in the field of Human Resources from an accredited University
- Available for a four month contract from May to August 2018
- Proficiency with MS Office suite (Word, Excel, PowerPoint, Outlook)
- Exceptional writing and research skills
- Excellent organizational skills with an ability to prioritize projects and multi-task in a fast paced environment
- Detail oriented with an ability to enter information with a high degree of accuracy
- Demonstrated ability to identify issues and think of resolutions for continual improvement

Apply Today! Please submit a cover letter and resume by...

Emailing your application package to southcareers@edonmgmt.com stating Job No. 6C02272018 in the subject line.

Dropping off your resume to reception at:
1441 Hastings Cres. SE
Calgary, AB T2G 4C8

All resumes will be considered, but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.