

We're hiring: Human Resources Assistant

Details:

Job title: Human Resources Assistant

Job type: Full-time Employee (37.5 hours per week, 8-week term)

Reports to: Director of Human Resources

Location: Ottawa, ON (remote work possible)

Rate of pay: \$17.28/hour

Assign is on the lookout for a motivated student to join our dynamic HR team for a summer term. The HR Term Assistant will be welcomed into the HR team and play a key role assisting with internal communications and other key projects that are currently underway.

Note: This position is partially funded by the Canada Student Jobs grant and applicants must meet the following eligibility requirements:

- Be aged between 15 and 30 years old on the start date of the job
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada. International students and other temporary residents of Canada are not eligible.

What you'll do:

- Leverage creativity and innovative thinking to help draft and execute internal communications
- Support the HR team with various projects and creative engagement opportunities
- Work with the HR team to keep daily operations running smoothly
- Identify opportunities to improve and streamline current communication processes
- Collaborate with other teams to leverage and standardize communications

What we're looking for:

- Highly motivated self-starter who takes initiative with minimal supervision
- Excellent interpersonal skills and ability to work well with multiple teams
- Strong organizational skills and detail oriented
- Able to learn quickly
- Strong writing and editing skills
- Superior communication and interpersonal skills

Minimum qualifications:

- Active and well-rounded knowledge of business processes

- An interest in human resources and communications
- Advanced knowledge of the MS Office suite, including PowerPoint, Excel, Word, SharePoint and other

Recommended education and experience:

- Diploma or degree student pursuing an education in Human Resources, Business, Communications or related field

Asign recognizes that many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds, and experiences – beyond the technical requirements of a job. If you meet the minimum qualifications and your experience is close to what you see listed here, please consider applying.

We are committed to cultivating an equitable and inclusive work environment that acknowledges diversity in the Deaf population that we serve, in our interpreting community and workforce. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions.

Please let us know if you require accommodation during the application process.

Applications, including cover letter (letters in ASL are welcomed) and resume, will be accepted until June 18, 2025 at 5 p.m. ET. Please submit your application [via this link](#), applications sent via email will not be accepted.

The full job description is attached [here](#). Additional information about Asign can be found on our website at www.asign.ca.