



Human Resource Assistant

C-CORE conducts R&D and provides research based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 45 years, we have built a world class team of over 80 dedicated professionals with a reputation for excellence in: Remote Sensing; Ice Engineering; and Geotechnical Engineering. At C-CORE, we are committed to investing in people and creating a dynamic and rewarding employment experience.

Canada Summer Job

The Position:

The **Human Resources Assistant** will provide support to organization in implementing C-CORE's Human Resources Strategy. Specifically this includes recruitment, health and safety reporting, administering performance management & development program, maintaining employee records, and benefits administration. Successful candidates should preferably possess a degree, certificate or diploma in business or human resource management or should be currently pursuing one. The successful candidate must have excellent communication and decision making skills, a strong attention to detail and accuracy in work and should be self-motivated, and accustomed to working independently. Successful candidate will also possess excellent computer skills in particular in using MS Excel and Access.

Field of Study: Business
Contract Length – 8 weeks
Hours per week- 35
Hourly Rate- \$18.88/hour

Candidate must be between 15 and 30 years of age (inclusive) at the start of employment; must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and should be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

APPLY TO:

Qualified candidates should forward a résumé electronically.
Please refer to C-CORE website (www.c-core.ca) for additional information.

DEADLINE FOR SUBMISSION:

May 7, 2021

Expected start date: 2021-05-25

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.

Covid-19 precaution (s): Remote Interview Process; Personal protective equipment provided or required; Social distancing guidelines in place; Virtual meetings; Sanitizing, disinfecting, or cleaning procedures in place.