

## Job Posting: 9001 - Position: Recruitment / Administrative Assistant

<b>Co-op Work Term Posted:</b>	Summer 2019
<b>App Deadline</b>	03/17/2019 11:59 PM
<b>Application Method:</b>	
<b>Posting Goes Live:</b>	02/25/2019 03:07 PM
<b>Job Posting Status:</b>	Approved

### Company Information

<b>Organization</b>	Hire Standard
<b>Salutation</b>	Ms.
<b>Job Contact First Name</b>	Jane
<b>Job Contact Last Name</b>	Doe
<b>Contact Title</b>	Staffing Manager
<b>Address Line One</b>	229 12 C St N
<b>City</b>	Lethbridge
<b>Province / State</b>	Alberta
<b>Postal Code / Zip Code</b>	T1H 2M6
<b>Country</b>	Canada

### Job Posting Information

<b>Term Posted</b>	Summer 2019
<b>Job Title</b>	Recruitment / Administrative Assistant 4
<b>Duration</b>	Months
<b>Job Location (City/Town)</b>	Lethbridge
<b>Job Location (Province/State)</b>	Alberta

#### Job Description

##### Position Overview:

We are a permanent and temporary staffing & background screening firm. At Hire Standard we believe great workplaces are about the people. We support our clients' staffing needs with a unique approach that includes the confidence of background screening, integrity in our process and transparency in our communication. We value our staff and know that fair pay, teamwork and appreciation make all the difference in job satisfaction and employee loyalty. We hold ourselves to a higher standard so that we can be the most trustworthy and competent staffing firm in Southern Alberta.

***We are seeking a highly motivated, energetic and dedicated co-op student to join our team this Summer!***

##### Learning opportunities:

- Learn the inner workings of a small business and work with a collaborative team and open environment.
- Trusted with professional responsibilities more so than other summer jobs. Receive positive support, challenging work, learning opportunities and job satisfaction.
- Grow in your professional knowledge of the staffing and employment aspects of running a business. Work along side our recruiters!
- Provide input, insight, and innovative/fresh ideas about the business, systems, and processes.
- Hands-on involvement in interviewing applicants, writing job descriptions, checking references, and performing client services and

business networking.

- Gain communication, interpersonal and time management skills while gaining practical work place experience and confidence in your abilities and interactions with others.
- Possibly come back for another co-op work term if you are the right student, plus potentially larger career potential as the company grows and changes.

**Job Responsibilities:**

- Support the team with both temporary and executive recruitment processes for clients
- Create job advertisements for clients who are recruiting workers through Hire Standard
- Learn about our extensive background screening process
- Assist in the screening of candidates from across the country
- Perform general office duties as required

**Job Requirements**

**Desired skills:**

- Current UofL Co-op Student in the Dhillon School of Business (Note: RBC Family & Small Business Co-op Funding is involved)
- Interest in staffing, recruitment, human resources and/or business management
- Attention to detail and follow-through
- Positive attitude with a strong desire to achieve results
- Professional presentation & conduct with respect for confidentiality
- Ability to work in a team-based, collaborative, open-office environment

**Preferred Academic Level**

Undergraduate

**All Programs**

No

**Targeted Degrees and Disciplines**

**Bachelor of Management (BMGT)**

General Management

Human Resource Management & Labour Relations

Indigenous Governance and Business Management

**Projected Start Date**

May 01, 2019 12:00 AM

**Projected End Date**

August 30, 2019 12:00 AM

**Application Information**

**Additional Application Information**

This employer is awaiting funding approval from RBC Family and Small Business Funding through the Dhillon School of Business. Eligibility is restricted to those students who are registered co-op students from the Dhillon School of Business.