



## HR & ADMINISTRATION ASSISTANT

This position is intended for college/university students and is responsible for providing support in the areas of Human Resources and Administration. Successful candidates will learn and perform the key HR functions within the organization and gain a better understanding of the role HR plays in a business. The candidate will also learn many soft skills like collaboration, time management, teamwork and communication. Candidates should present a professional and mature attitude in dealing with staff and volunteers and other stakeholders. Reporting to the Coordinator, People, the successful candidate will be a highly motivated team player, with excellent verbal and written communication skills. The ability to deliver high quality customer service while working with diverse groups of staff and volunteers is essential.

**Duration: April 29th to September 4th**

**Location: Uxbridge, ON with travel throughout the province**

### **Responsibilities**

- Participate in the advancement of key priorities identified in the Volunteer Engagement Framework
- HR support in a wide array of HR functions for volunteers and employees
- Assist with the delivery of volunteer recruitment strategy
- Coordinate the distribution, tracking and inventory of volunteer clothing
- Assist with the ongoing data management in the Volunteer Management System
- Assist the Tournament department with volunteer scheduling and accommodation arrangements
- Help with the delivery of the volunteer recognition program
- Provide support with the planning and coordination of employee events
- Administrative support as needed
- Special Projects or other duties as assigned

### **Requirements**

- Currently enrolled in a secondary school or degree/diploma program in a related field
- Proven ability to work to deadlines with a high degree of accuracy
- Coping with time constraints
- Maintaining accurate records
- Exceptional organizational skills
- Ability to communicate to customers, volunteers and staff in a professional, courteous and friendly manner
- Ability to coordinate multiple projects and prioritize work assignments
- Ability to identify administrative/technical issues and communicate them to the proper person/persons to have them corrected/addressed
- Experience in a customer service oriented position
- Experience in Microsoft Office Suite
- Experience working with volunteers and multiple stakeholders

### **Compensation & Benefits**

- Bi weekly salary
- Opportunity to network with professionals in the industry

### **Application Details**

Golf Ontario thanks all applicants and will contact only those who will be invited for an interview. Qualified/Interested candidates should forward a detailed resume and cover letter in an **Adobe PDF format**, by February 12<sup>th</sup>, 2021 to [jobs@gao.ca](mailto:jobs@gao.ca) Subject: HR & Administration Assistant

*Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.*

