

* This position is funded by the Canada Summer Job Grant and will last 8 weeks.

Human Resource Intern

About Goodwill

Goodwill Industries is a non-profit social enterprise which provides work opportunities, skills development, and employee and family strengthening for people who face barriers such as disability or social disadvantage. The aim is to advance individuals, families and communities toward economic self-sufficiency and prosperity.

Goodwill Industries, Ontario Great Lakes, one of five regional Goodwills in Canada, serves communities across Ontario, and employs 950 people on a variety of social enterprise work platforms. The organization is positioned for accelerated growth and is aiming to create 900 new jobs over the next five years.

Human Resource Intern

The Human Resource Intern will be responsible for executing, organizing and facilitating a variety of administrative related tasks for the human resources department.

Role and Responsibilities

- Triaging human resource inquiries to the appropriate team members
- Managing data for employee and health and safety metrics
- Providing primary administrative support to the HR department
- Administering employee metrics to help assess and guide employee development strategies
- Ensure legislative compliance is met with respect to employee files and health & safety program requirements
- Reduce environmental impact through initiatives driving

- towards a paperless process
- Enhance the efficiencies of human resource team through coordination of calendars, events, and tasks
- Perform other duties as assigned.

Qualifications

- Undergraduate or Post-Graduate HR student
- Knowledge of Ontario Employment Law required (ie. discrimination grounds, undue hardship, duty to accommodate, constructive dismissal, workplace safety, etc.)
- Strong English speaking and writing skills
- Strong organizational skills with the ability to prioritize various tasks and projects
- Ability to adapt to a fast-paced environment
- Registered as a full-time student in previous academic year and intend of returning as full-time in upcoming academic year
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Between 15-30 years of age at the start of employment
- Proficient with MS Office; experience with MS SharePoint and HRMS systems an asset
- Must maintain discretion and confidentiality at all times
- Excellent organizational and administrative skills
- Ability to work independently and as part of a team
- Excellent written and verbal communication skills
- Ability to interact with a wide-variety of individuals
- Must possess a valid Ontario driver's license and insurance.

