

ADMIN/ HR SUMMER STUDENT OPPORTUNITY AVAILABLE!



Eastholme
Home for the Aged

Administration (HR) Summer Student NEEDED!

- Assist with HR processes and streamlining
- Back-up for payroll, benefits administration, scheduling, recruitment
- Filing / digitization of records (records management)

Key skills required for this role:

confidentiality strong computer skills adaptability
multi-tasking organization sense of humour

Contract term: May to September - starting at \$15.25 per hour

APPLY NOW

HR@eastholme.ca
www.eastholme.ca