



Job Description: Human Resources Internship

Intern Position:	Human Resources Intern
Reports to:	CFS Office Manager
Position Summary:	<p>The Human Resources Intern would provide support to the Office Manager, with the implementation of transferring papers file containing employee information into an HR database system. Reviewing HR Policies and Procedures.</p> <p>This position operates in person at the 20 Anne Street location with office hours Monday-Friday 9 a.m. to 5 p.m. There is the possibility of a hybrid model.</p> <p>The Human Resources Intern will check in at a frequency determined by the CFS Office Manager</p> <p>The working schedule will be determined by CFS in collaboration with the Intern.</p>

KEY RESPONSIBILITIES (Can include some or all items listed below)

- Contributing to the development of standardized procedures for data transfer and database management
- Transferring data from paper files to the HR database with accuracy and efficiency
- Assisting, organizing, and maintaining electronic files within the HR database
- Ensuring data integrity and confidentiality throughout the transfer process
- Review current HR policies and procedures and make recommendations, bring policies up to date with current legislation.
- Research templates for job descriptions.
- Assist with bi-weekly payroll submissions.

LENGTH OF COMMITMENT

- 4-month commitment 5 days per week or per placement specifications.

QUALIFICATIONS

- Current enrollment in Human Resources Management or related field.
- Proficiency in Microsoft Office 365 Suite of programs, Database experience.



- Excellent written/verbal communication skills
- Reliability and punctuality.
- Strong organizational, time management, and priority setting skills to meet deadlines with attention to detail and accuracy in data entry.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- A satisfactory Criminal/Vulnerable Sector Criminal Records check.

SUPPORT

Introductory training sessions include:

- Training on Zoom.
- Training on HUMI

BENEFITS

- Enjoy team meetings, celebrations, and retreats during tenure.
- Associate with a well-known, respected, and accredited brand.
- Join an organization committed to ensuring everyone in our community has access to the highest standards of professional care. We are proud that our clients consistently rate their satisfaction with our services at more than 95%.
- Be part of a team of professionals and stakeholders who rank CFS as a 4 or 5 (out of 5) for excellence in engagement.