



Phone :

Web :

## **Job Summary**

---

Vacancy :

Deadline : Aug 26, 2024

Published : Jul 26, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

---

**Job Title:** Co-Op, People Team & Operations (Fall 2024 Term)

**Location:** Vancouver, BC, or Remote - BC, Alberta, Ontario

**Term:** 4 months

**Start Date:** September 9, 2024

**Openings:** 1

**Overview:**

Our People team is looking for a motivated and proactive co-op student to join us for the Fall 2024 term and assist in various functions including (but not limited to) Total Rewards, People Operations, Benefits, Talent Acquisition and Learning & Development. The successful candidate will have the opportunity to work in a fast-paced and dynamic environment, learning and contributing to various HR functions while developing their skills.

**Responsibilities (could include but are not limited to):**

- Providing support to the Total Rewards team in administering employee compensation and benefits programs, including data entry, record-keeping, and communication with employees and vendors.
- Prepare employment-related documentation to support the changes that take place throughout the employee lifecycle
- Assisting the Benefits team with employee benefits programs, including health, dental, vision, disability and life insurance.
- Support the Talent Acquisition team with candidate sourcing, screening, scheduling and communication, as well as maintaining applicant tracking systems and candidate data.
- Assist in the administration of various Learning & Development initiatives including coordinating training sessions, managing participant attendance and materials, and tracking participant progress.
- Assist in the administration of various Learning & Development initiatives including administering the LMS, coordinating training sessions, managing participant attendance and materials, and tracking participant progress
- Assist the Social Impact and Diversity, Equity and Inclusion teams in the areas of events, partnerships (internal & external) and communications.
- Collaborate with People team members to continuously improve People team processes and procedures, including documentation, communication and reporting.
- Participate in the facilitation, coordination & delivery of an HR centric project.

**Requirements:**

- Currently enrolled in a relevant post-Grad, Bachelor's or Master's program, preferably in Human Resources or a related field.
- Strong attention to detail, organization and time management skills.
- Excellent written and verbal communication skills.
- Ability to work effectively in a team environment, as well as independently.
- Proficient in Google suite, particularly Sheets and Decks.
- Demonstrated interest in Human Resources and eagerness to learn.

**Benefits:**

- Gain hands-on experience in various People functions including Total Rewards, Benefits, Talent Acquisition and Learning & Development.
- Develop and enhance HR knowledge and skills.
- Opportunity to work with a dynamic and collaborative People team.
- Potential for future employment opportunities upon completion of the co-op term.

**WHO YOU ARE:**

- Tenacious. You are determined to succeed, and you are motivated by the success of customers, colleagues and the community.
- Curious. You are always learning and seeking ways to make things better.
- Conscientious. You keep your promises, taking your commitments to others seriously, and you have strong integrity.
- Humble. You lead with humility and empathy, respecting and learning from the perspectives of others.

---

In all we do, our six guiding principles light the way:

**Step Up:** Show the world what it looks like to live and work by these guiding principles. #StepUp

**One Team:** Make Hootsuite a place where everyone feels safe, welcome, valued, and empowered to do their best work without compromising who they are. #OneTeam #FreeToBeMe

**Customer Obsessed:** Focus relentlessly on helping our customers succeed. #CustomerObsessed

**Go Fast, Be Agile:** Widen our competitive advantage by committing to speed and simplicity over perfection and complexity. #GoFastBeAgile

**Play to Win:** Commit to building an incredible, profitable company for our customers, our employees, and our stakeholders. #PlayToWin #NoExcuses

**Neighbours & Allies:** Give back to our communities and be an ally. #SocialForGood #Allies

We are an equal opportunity employer and welcome applications from all qualified candidates. If you are interested in this exciting opportunity, please submit your resume and cover letter for consideration.

*Accommodations will be provided as requested by candidates taking part in all aspects of the selection process.*

Canada Pay Range For This Role

\$46,100—\$55,400 CAD

**Education & Experience**

---

**Must Have**

---

**Educational Requirements**

---

**Compensation & Other Benefits**

---