



## JOB POSTING DETAILS

<b>Employer</b>	547573 Ontario Limited (N1 Solutions Inc.) (N1 Solutions Inc.)	<b>Job Type</b>	RI
<b>Job Title</b>	Human Resources Assistant	<b>Duration</b>	Full Time
<b>ES Job ID</b>	13757	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	January 6, 2023	<b>Closing Date</b>	January 20, 2023

### Job Overview - Description & Duties

N1 Solutions is a full service business to business leader in Canada. We provide integrated business solutions in security, information technology, environmental, industrial and consulting services. Our goal is to solve problems for our customers, remain highly responsive and provide the solutions our customers need to focus on their business operations. Please visit our website at [n1solutions.ca](http://n1solutions.ca) to learn more.

We are looking for an independent and motivated individual to join our team in the role of Human Resources Assistant

As a Human Resources Assistant your key duties & responsibilities include:

- Serve as first point of contact for employees to answer routine questions and provides guidance on basic human resource policies and procedures.
- Redirecting HR related calls or distributing correspondence to the appropriate person of the team.
- Escalates issues to the Talent and Culture Manager as appropriate.
- Assist with day-to-day operations of the human resources functions and duties.
- Assist Recruitment and Engagement Coordinator with recruitment, interviews and orientation.
- Maintain digital and electronic records of employee's information by entering and updating data.
- Maintain quality service by following organization standards.
- Maintain employee confidence and protect operations by keeping human resource information confidential.
- Work closely with management and employees to continuously improve workplace culture, build morale, increase productivity, and, employee engagement and retention.
- Work collaboratively with the entire team and all departments within the organization.

At N1 Solutions Inc. you can expect:

- Extended Health Benefits, Dental and Vision
- RSP Match Contributions
- Employment growth opportunity
- Professional development opportunities
- Being a part of a team and company that appreciates each other and your efforts

### **Required Skills**

Qualifications:

- Bachelor's Degree in human resources or business administration preferred
- Proven experience in an HR role or relevant human resources/administrative position
- Excellent verbal and written communication skills
- Efficient computer skills and competency in Microsoft Office and other related programs
- Works well under pressure and meets tight deadlines
- Strong decision-making and problem-solving skills

### **Other Requirements**

Valid Driver's License, Clear Drivers Abstract and must complete a criminal background check (CPIC)

### **How to Apply**

Apply by sending your resume to:  
hiring@n1solutions.ca  
by January 20,2023.  
Please include a copy of your resume and cover letter.