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| **Title of Position** | Human Resources – Office Assistant & Forms Support |
| **Department** | Human Resources |

Human Resources is looking for a tech-savvy student who is interested in helping us with projects that will involve creating fillable forms (MS Forms, Adobe) and workflows using Microsoft Power Automate. While this will be your primary focus, you will also assist the HR team with general office assistance as required.

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.00 Assist with the filing, sorting, organizing, retrieving and disposal of various documents

1.03 Prepare and/or complete basic documents, reports and/or presentations using Adobe Acrobat, Office 365 and MS Apps such as Excel, Word, PowerPoint, Visio and Forms.

1.04 Assist with maintaining accurate and complete records and information on file

1.08 Collect, compile, record and/or consolidate data/information (i.e. statistical purposes)

1.10 Respond to general inquiries (email), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

4.12 Contribute to the creation of workflows using Microsoft SharePoint (Power Automate or similar)

4.05 Conduct basic research

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Prior experience in a customer service environment
* Good proficiency with Office 365 and Microsoft Apps (Word, Excel, Visio, PowerPoint) and SharePoint using Power Automate (or similar)
* Good proficiency with Adobe Acrobat
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail