

HR Assistant

Are you passionate about education? Be part of a team that utilizes technology to transform the way students learn a new language or discover their passion for STEAM. There is no better place to make an impact – join U+ today!

About U+ Education:

U+ Education is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We connect highly qualified Canadian teachers with students worldwide for interactive immersion learning in English, French, Spanish, Mandarin, Cantonese, Korean, and Japanese. Beyond language programs, U+ Education has expanded its offerings to include STEAM programs, which encompass coding and various camp programs to cater to a broad spectrum of students. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within the U+ community.

About this opportunity:

As an HR Assistant, you will be the front-line representative for both customer recruitment and talent acquisition.

Key responsibilities are as follows:

- Tracking the attendance of co-op students and their timesheet updates.
- Aiding in screening applicants' resumes and applications.
- Collecting feedback to complete projects like onboarding improvement and job description review.
- Working with platforms like Riipen to enhance the involvement of HR functions at U+ (i.e., implementing new training and development processes).

- Supporting the rollout of various HR programs/initiatives (i.e. assessments, culture, colleague engagement surveys) via Google or Monday.com systems.
- Working in various sectors of the company! Majority of the time will be spent on HR development but candidates are expected to take on tasks related to other fields (such as business development, marketing, and curriculum planning) to gain a variety of experiences.

A great candidate for this position will possess the following:

- Excellent communication, organization, and collaboration skills.
- The ability to work independently, prioritize tasks, plan and coordinate documentation and personnel for future meetings.
- An orientation toward details, resourcefulness, and proactivity.

This is a flexible position where you have the option of working in our Markham office (4-205 Torbay Road, Markham, ON), in a hybrid mode, or entirely remotely.