



JOB POSTING: Human Resources Summer Student

Title: Human Resources Summer Student

Status: On-site/Hybrid

Reports to: Human Resources

About the Company & Role

At St. Francis Herb Farm, we work hand in glove with nature to understand, nurture, and extract the healing compounds to be found in the plant world. We are multigenerational herbal artisans who have spent 35+ years researching and cultivating our knowledge and trade. Herbs are our abiding and passionate obsession. We also work closely with Canadian organic farmers who believe in a wholesome back-to-basics way of living and are as committed to it as we are. For more information, visit our website.

The **HR Summer Student** will support the Human Resources Department in various administrative tasks as well as assist in special projects such as updating our AODA multi-year plan and completing the HSEP (Health and Safety Excellence Plan) through WSIB. This role will give the HR Summer Student the opportunity for practical experience, exposure to various aspects of HR functions, and networking opportunities.

This position is **on-site**, with the possibility of a hybrid-role, in the **Ottawa Valley**.

Duties and responsibilities

- Provide overall administrative support to ensure efficient office operations.
- Create, edit, and format documents.
- Assist in the recruitment process, including job posting, resume screening, and scheduling interviews.
- Maintain and update employee records, ensuring accuracy and confidentiality.
- Ensure compliance with HR policies and procedures.

Education & Experience Required

- Current enrollment in a post-secondary program in Human Resources, Business Administration, or a related field.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficient in Microsoft Office applications, especially with Word, Excel, Outlook and Teams.
- Fluent in English (verbal and written proficiency).
- CPIC (Police Background Check) required.

Core Competencies

- Very strong computer skills and technical proficiency.
- Self-directed individual, able to work independently and effectively as a member of a team.
- Coachable with the ability to learn new skills quickly.
- Positive attitude with excellent written and verbal communication skills.
- Organized and detail orientated.
- An interest in learning about natural health and the power of plant medicine.

- An interest in learning more about AODA, OHSA, ESA, and other relevant legislation and their application in the workplace.

Working conditions

- Work schedule may vary, 20-40 hours per week based on the needs of the business.
- Core Hours: 7:30 a.m. - 4:00 pm
- Must be available on-site at 50 Lane Street, Barry's Bay ON

Physical requirements

- Manual dexterity to use computer and peripherals
- Repetitive work
- Long periods of sitting
- Lifting and moving of office supplies, up to 10 kg.

What we offer

- Potential for a hybrid-role
- Practical experience in a HR and office environment
- Potential for mentorship and professional development
- Product Discounts
- Social Activities

Application Information

To streamline our review process, we request that you submit your application materials in a single PDF document. This document should include both your cover letter and resume.

Qualified students are invited to submit their email in confidence to jobs@stfrancisherbfarm.com by the end of day **March 31, 2024**.

We know your time is valuable and we appreciate your participation. We thank all applicants for their interest in exploring employment opportunities with St. Francis Herb Farm, however only those selected for an interview will be contacted.

Applicants may be subject to a background check and must meet the security criteria designated for the position.

St. Francis Herb Farm is happy to provide employment accommodation during the recruitment process. Should you require any accommodation, please indicate this on your application and we will work with you to meet your accessibility needs.