



# SANDER GEOPHYSICS

<b>Position Title:</b>	<b>Human Resources Student</b>
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Human Resources Generalist
<b>Location:</b>	Ottawa office

## Responsibilities

- Recruitment: responsible for maintaining the careers inbox, shortlisting candidates and checking references;
- New Employees: help with orientation, and maintain and update relevant spreadsheets;
- Training: keep track of training and schedule training sessions;
- Filing: ensure all employee's files are kept up- to-date;
- Reception duties; and
- Other administrative tasks as necessary.

## Qualifications and Experience

- Currently enrolled in a related program;
- Demonstrates enthusiastic initiative, self-direction, and motivation;
- Excellent written and verbal communication skills; and
- Responsible and professional when handling confidential and sensitive information, maintaining confidentiality at all times.

Interested applicants should forward their resume to [careers@sgl.com](mailto:careers@sgl.com). Please include the *position title in the subject line of your email*.

Sander Geophysics is an equal opportunity employer. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodation, contact Human Resources (at [careers@sgl.com](mailto:careers@sgl.com)) prior to your interview. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.