



SANDER GEOPHYSICS

Position Title:	Human Resources Student
Department:	Human Resources
Reports to:	Human Resources Generalist
Location:	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. 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) prior to your interview. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.