



Points Athabasca – Admin Summer Student (Saskatoon)

- 1 position available
- 16-week term starting May 1, 2024
- Must be enrolled in University or Human Resources certificate program

Reporting to the HR Manager/Controller, the summer student will assist with various functions in the Saskatoon office, including:

- Answering phones and greeting visitors
- Filing
- Coordinating and booking meeting dates and times
- Photocopying and preparing packages for meetings
- Students will also get an opportunity to job shadow the HR Manager and/or Controller for duties such as hiring process, candidate database entry and maintenance, time tracking, payroll creation, benefit and pension tracking, remitting and reconciliation
- Miscellaneous duties as required

