

HR Support Student

Employer:	OLG	Closing Date:	April 12, 2023
Posted:	17 months ago	Location:	Sault Ste. Marie
ES Job ID:	14063	Duration:	Full Time , Student , Temporary
Sector(s):	Office & Administration		

Job Description:

Human Resources Support Student

Locations Available: Sault Ste. Marie (Hybrid)
Duration: Summer (May - August 2023)

Type: Student Full Time

GAME ON - OLG needs you

We've said GAME ON, and we mean it - OLG is rapidly transforming its organization to better serve Ontarians by delivering great gaming experiences through our digital, retail lottery, and land-based casino channels. In our fiscal 2019-20 year alone, OLG delivered over \$2.3 billion in net profit to the Province of Ontario. OLG is now expanding our horizons even further, with a new strategic direction, to become a world class gaming entertainment leader with a globally admired digital platform.

POSITION SUMMARY:

As part of the People & Culture division, the HR student position will work alongside the HR Business Partner, HR Support and Talent Development teams to gain hands-on HR experience working with employees to investigate resolve inquiries.

WHAT YOU WILL BE DOING:

Act as point of contact for employee inquiries related to HRIS entries and/or HR policies and procedures
Meet with employees to support onboarding activities and other life events (pregnancy/parental leaves, retirement, etc.) to enhance employee experience
Review and manage employee files ensuring data is up to date and stored appropriately
Support HR Business Partners in updating HRIS with organizational changes
Liaise with external partners (AGCO, OPB, Canada Life)
Proactively identify procedural, process or system inefficiencies and inconsistencies and collaborate with appropriate HR teams to enhance the overall employee experience

WHAT WE OFFER:

Working as part of a large Technology and Digitally driven organization
Being part of a collaborative working environment alongside OLG Leaders who support the growth and development of students
Participate in Diversity and Inclusion initiatives across the organization including Pride Parade and Women's Leadership Programs
Support OLG Charities including the Federated Health Campaign, United Way Campaign and other fundraising

efforts for local charities
MORE ABOUT US:

Visit our website at olg.ca for more information or talk to us on one of our social media sites

Facebook.com/OLGToday/

Twitter.com/OLGtoday

Linkedin.com/company/olg

Playsmart.ca

OLG Apps for Android and Apple devices on Google Play or App Store

Required Skills:**WHAT WE'RE LOOKING FOR:**

Currently enrolled in a post-secondary program with a focus in Business Administration, Human Resource Management, or a related field

Excellent customer service and interpersonal skills

Highly developed verbal and written communication skills

Strong problem solving and multi-tasking skills

Ability to work both independently and within a team in a fast-paced environment

Ability to self-motivate with a desire to learn new skills

Proficient with Microsoft Teams, Office, Word, Excel, and Outlook

How to Apply:

Please apply via website

https://olg.wd3.myworkdayjobs.com/Careers/job/Sault-Ste-Marie-Ontario-Canada/HR-Support-Student_R23_0019

We look forward to hearing from you, interested applicants please apply online by April 12, 2023

OLG is an equal opportunity employer. We are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact Human Resources at careers@olg.ca if you require accommodation at any time throughout the hire process.

We thank you for your interest in this opportunity; however only those individuals selected for an interview will be contacted