



For 10 years, HR Associates has been and continues to be the leading staffing, recruitment and consulting firm to the public sector. Our clients include many large and high-profile organizations in the: municipal, provincial, and federal governments, not-for-profit, social services, environmental and health care sectors. We are looking for dynamic individuals for our administrative and professional levels roles.

Interested in exciting and rewarding work to start off your career?

Register with HR Associates, an employment services agency which provides short and/or long-term work assignments to individuals in various administrative and clerical capacities with the private and public sector.

Why Temp Work?

- Career Development: Enhance your portfolio, gain experience, and establish key contacts
- Potential window to permanent employment
- Transition: Earn while you continue to learn and job hunt.

Successful candidates must have the following skills and abilities:

- Excellent communication skills, both oral and written
- Excellent interpersonal skills
- Excellent customer service skills
- Ability to prioritize and handle multiple tasks and responsibilities

Types of positions offered:

- Administrative Assistant
- Project Assistant
- General Clerical (reception/filing/office support)

If you possess the above qualifications and are interested in this temporary opportunity, please submit your resume to Emp103@hrassociates.ca .

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

HRASSOCIATES

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