



<b>Title of Position:</b>	Operations Functions Generalist, Human Resources
<b>Hiring Manager:</b>	Deputy Director, Operations Functions, Human Resources
<b>Recruiter:</b>	Support Functions Generalist, Human Resources
<b>Date Posted:</b>	March 16, 2011
<b>Send Application to:</b>	hr@utchinese.org

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for enthusiastic, energetic, bold and decisive team players as Human Resources Generalists. The main objective of this exciting and rewarding role is to participate in a variety of human resources activities such as recruitment, performance evaluation and training. The minimum work load is eight (8) hours per month.

### **Main Responsibilities**

- Work closely with hiring managers, participate in all recruitment activities such as reviewing resumes, interviewing and selecting candidates, and staffing
- Participate in performance evaluation activities
- Participate in training activities, such as developing training materials, liaising with instructors, booking venues, and keeping training records for all UTChinese team members
- Respond to enquiries related to reference or background checks
- Participate in conflict resolutions

### **Requirements**

- Outstanding communication, interpersonal, time management and team work skills
- Strong analytical, problem-solving and decision making skills with attention to detail
- Demonstrated ability to manage confidentiality
- Respect of diversity
- Experience in human resources function is a strong asset
- Solid understanding in Editorial, Art, or Marketing functions is a strong asset