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Apeiron Resources Ltd is an Indigenous-owned company bringing a unique perspective to the work that we do, and the communities that we engage with. We have a vision of creating economic and educational opportunities for Indigenous communities. We are a fast-growing Indigenous company and equal opportunity employer. We strive to promote diversity within our company to build better futures going forward. Our services include engineering, environmental, equipment rental, paramedical services, and community development.

POSITION TYPE: HUMAN RESOURCES SUMMER STUDENT

EXPEIRENCE LEVEL: ENTRY LEVEL

LOCATION: CALGARY, ALBERTA, AND AREA

Job Summary

As a member of the Human Resources team, the Co-op Student, Human Resources will assist in delivering a broad range of Human Resources activities. The Co-op student will assist in the delivery of Human resources systems and process. The opportunity to support a variety of projects such as - updating job descriptions and job postings.

Qualifications:

- Must be enrolled in a Human Resources Management Program
- Proficient computer skills in Microsoft office; Word, Excel and PowerPoint
- Ability to interact with all levels of the organization
- Strong integrity with ability to maintain confidentiality and manage highly sensitive information
- Exceptional interpersonal, communication (written and verbal)
- Highly organized and has a high degree of attention to detail

As part of your co-op term, your job responsibilities will include:

- Providing administrative support for HR processes including, but not limited to, recruitment, employee changes, leaves, compensation changes, transfers and departures
- Organize and maintain employee personnel records and internal databases
- Participate in HR and Change Management projects.
- Maintain the HR team's calendar (schedule meetings, interviews, HR events etc.)
- Help senior management in assessing employee engagement and evaluation

Experience: (0 years); No prior experience required

NOTE: Please attach your updated resume and LinkedIn Profile.

Work Environment

Selected candidate will work at Apeiron Head office or remotely from home.

Preference will be given to qualified Indigenous community members however all are eligible to apply.

Please submit your resume and cover letter to esas@apeironrl.com. Thank you for your interest in a career with Apeiron Resources Ltd. Only those selected for an interview will be contacted.