



We are an organization that transforming the hotel back-office documentation digitization and we are an Award-Winning Hotel Information Management system and Back-Office Automation Solutions.

Join our agile, dynamic, innovative, and fun team that is trailblazing today and making waves from tomorrow!

Trainee – Human Resources

We are looking for a competent, committed, and self-motivated team player to play a dynamic role as a Human Resources - Trainee.

The Profile

Partnering with all aspects of HRM of the Company, serving as a link between employee and management, and assuring the interests of the employee in accordance with Company Policies and governing laws.

What you Need

Minimum 1-year experience in the field of HR Management

- Part/Fully qualified in a degree or equivalent professional qualification in Human Resource Management
- Ability to work effectively with sensitive and confidential information in a well-organized manner.
- Excellent computer literacy (MS Office, Emails)
- Excellent communication skills in English (both verbal and written)
- Fast learner who can work with minimum supervision.
- Ability to work long hours and holidays when required.
- A dynamic personality who is eager to take on challenges with a passion for learning and innovation and a good team player.

If you are interested, please email your resume along with two non-related referees within seven days of this advertisement to sljobs@mydigitaloffice.ca stating ' Trainee - HR ' in the subject line.

Only shortlisted candidates will be notified.