



## HR Administrator

### The Jouta Performance Group Inc. [www.jouta.com](http://www.jouta.com)

At The Jouta Performance Group we are always looking for talented and enthusiastic people. We believe that the entrepreneurial spirit of individuals enhances the effectiveness of our team. Your unique ideas and thoughts make a difference.

### The Role

We are currently looking for an **HR Administrator** who is interested in working with a small company that is on the move.

Your solid office administration experience, exceptional written and verbal communication skills, advanced-technical expertise (including advanced Microsoft office skills) combined with a desire to move into an entry level Human Resources role will make you an ideal candidate for this position.

The primary responsibilities of this position are:

HR Administration (70%) - Assist and support the Human Resources Team with administrative tasks related to ongoing HR projects and services, as well as providing support for tradeshow, conferences and events. You will also be responsible to manage and maintain our CRM system.

Office Management (15%) – Handle the overall running of the office – reception, greet clients and visitors, respond to general inquiries, facilities management, liaison with IT, courier and mail related duties, maintain stationary and office supply levels and other related duties as required.

Executive Assistant (15%) – Provide administrative support to the CEO in all areas including booking appointments, travel, writing and preparing reports and developing spreadsheets. Prepare and review various types of documentation.

If you have a proactive 'can-do' attitude with a minimum of 5 years administrative experience; if you are motivated by challenge and passionate about making a difference; if you enjoy working within a collaborative and flexible organizational structure and if you are confident you will demonstrate a commitment to the Jouta 2014 vision that guides us as an organization...

*... we welcome you to help us bridge the gap between organizations and people!*

A desire to learn Human Resources is a must.

Please submit your cover letter and resume in confidence to: [careers@jouta.com](mailto:careers@jouta.com). To learn more about Jouta, please visit [www.jouta.com](http://www.jouta.com).