



# Future Openings

## **About the Company:**

Our HR consultants offer a diverse range of professional experience and expertise in a variety of industries and disciplines. We specialize in HR solutions, leadership training, recruiting and workshops. Couture Consultants are dedicated to working closely with our clients to reach their goals by designing and implementing innovative HR solutions that will have maximum impact on their business results.

## **Job Description:**

Couture Consultants are always seeking dynamic individuals to join our team in various ways. Executive Assistant as well as HR positions are becoming available all the time. As part of our team, you will have the opportunity to contribute to the success of our clients and be immersed in the vibrant world of Human Resources. We are looking for candidates who are passionate about delivering exceptional service, possess strong organizational skills, and thrive in a fast-paced environment.

## **Responsibilities:**

**Office Positions:** Duties may include managing administrative tasks, coordinating office operations, and providing support to team members.

**Assistant Positions:** Responsibilities may involve assisting senior staff members, organizing schedules, and facilitating communication within the company.

**HR Positions:** Tasks may include recruitment, onboarding, employee relations, and implementing HR policies and procedures.

## **Requirements:**

- Excellent communication and interpersonal skills
- Strong attention to detail and organizational abilities
- Ability to multitask and prioritize tasks effectively.
- Proficiency in Microsoft Office Suite, G-Suite, PC and IOS and other relevant software
- Previous experience in a similar role is preferred but not required.
- Be self-sufficient to work remotely with minimal supervision.

## **Application Process:**

To apply for potential office, assistant, or HR positions at Couture Consultants, please submit your resume and cover letter through email to [info@coutureconsultants.ca](mailto:info@coutureconsultants.ca).

All resumes will be held on file for a period of 24 months, and candidates may be contacted for interviews as positions become available.