



**Position: Human Resources Administration Specialist Student**

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**About Us:**

CENGN is the Centre of Excellence in Next Generation Networks. Our mission is to accelerate the growth of the Canadian Information and Communications Technology (ICT) sector, enabling economic strength and prosperity, as well as innovation and competitiveness in this high-growth global multi-trillion dollar industry.

Through our leading-edge technology infrastructure and expertise, and the creation of a globally recognized ecosystem of partners, CENGN helps Canadian small and medium enterprises overcome commercialization barriers and grow. CENGN collaborates with top ICT multinationals, the public sector, financial institutions, and academic partners, to solidify Canada's leadership in next generation networks for the benefit of all Canadians.

CENGN's ecosystem includes members Bell Canada, Cisco, EXFO, Huawei, Invest Ottawa, Juniper Networks, Mitel, Nokia, Ribbon Communications, Rogers, TELUS, and Wind River. The company also partners with the federal government through the Networks of Centres of Excellence (NCE) and the Ontario government through the Ontario Centres of Excellence (OCE).

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**What We offer:**

- The chance to be part of the growth of a Canadian company driven by providing opportunity for Small & Medium Enterprise (SME) Canadian companies to succeed
- The benefit of a small company in a modern setting where your ideas and opportunities for growth are nurtured and encouraged
- The advantage of working with colleagues passionate about their individual contributions to CENGN
- The gain of working with cutting edge and relevant technology
- The opportunity to work in our state of the art physical and virtual multi-vendor, test, certification and validation platform which provides a unique environment to commercialize advanced products, applications and services
- The experience of developing and deploying wired and wireless technologies that are utilized by applications such as cloud, wireless 5G, autonomous vehicles, broadband Internet and cybersecurity

For more information, visit [www.cengn.ca](http://www.cengn.ca)

**The Opportunity:**

Reporting to the Human Resources and Recruiting Manager, the student will support CENGN's growing workforce internally. The student assists in the development and updates of internal policies while conducting research to keep current on employment best practices. At the completion of the term, the student in this role will be able to communicate HR standards and practices with senior level staff.

This position involves participation in events which may require the student to be available outside normal working hours on a few occasions during the placement. Applicants should expect to be required to work irregular hours 1-3 times during the contract.

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**Key Responsibilities:**

We are seeking a highly skilled and motivated individual for the Centre of Excellence in Next Generation Networks (CENGN's) Administration team.

- Prepares and researches reports, supports letters and briefings as required
- Assists with personnel logistics maintaining strict confidentiality
- Provides support to the Executive Leadership Team and Human Resources as required
- Receives and interacts with incoming visitors
- Assist Human Resources Manager with recruiting initiatives
- Conduct research and analysis to assist with new projects and policies

**Key Competencies/Qualifications:**

- Ability to respond to a wide variety of issues with unclear situations and conflicting demands
- Ability to maintain confidentiality and handle sensitive information
- Solid judgement in setting priorities, identifying issues and determining action required
- Superior interpersonal, oral communication and relationship management skills
- Strong commitment to team environment dynamics who thrives as a team member as well as independently
- Excellent organizational and time management skills
- Excellent business writing skills are a requirement
- Excellent with MS Office applications

**Education:**

- Minimum of a certificate in Business Administration, or a related field

**Experience:**

- 1 – 2 years' university work term experience is desirable

**Languages:**

- English oral, reading and writing
- French oral, reading and writing would be considered an asset
- Competency in any other language is also an asset

Interested and qualified candidates are invited to forward their resume in confidence to CENGN by email to [student-hr@cengn.ca](mailto:student-hr@cengn.ca). Please use "**Human Resources Administration Specialist Student**" as the subject line.

CENGN reserves the right to remove this posting prior to the application deadline. CENGN thanks all applicants for their interest, however, only those selected for an interview will be acknowledged. CENGN is an equal opportunity employer.