

Human Resources Associate (12 Month Workterm)

Location: Moose Jaw, SK

Hourly Wage: \$25.30

Date: January 6, 2026 – December 15, 2026

Competition Number: WSA-28-2025-26

Are you a current student or new grad looking for hands on experience in a designated Human Resources role? As a Human Resources Associate, you will contribute to a wide range of HR functions that support our employees and organizational goals. This role requires strong attention to detail, sound judgment, and a commitment to providing exceptional client service. You'll work collaboratively within the HR team to deliver efficient processes, maintain accurate employee records, and support programs related to recruitment, onboarding, training, and employee engagement.

The key competencies for this role include:

- **Collaboration and Relationship Building:** Builds strong working relationships with employees, leaders, and external partners; promotes a positive and inclusive workplace.
- **Communication:** Demonstrates professionalism and clarity in written and verbal communication; handles sensitive information with discretion and tact.
- **Organization and Attention to Detail:** Manages multiple priorities effectively while maintaining accuracy and confidentiality in all HR documentation and processes.

- **Problem Solving and Judgment:** Applies critical thinking to resolve issues, identify process improvements, and support fair and consistent HR practices.
- **Commitment to Learning:** Demonstrates curiosity and a desire to grow within the HR field.

The Human Resources team provides 1:1 mentoring, wide variety of work, a safe environment to ask questions, and opportunity to learn and gain valuable experience.

This role is subject to a satisfactory criminal record check and reserved for current Human Resources students or recent graduates from an accredited post-secondary program.

To Apply:

Please submit a cover letter and detailed resume by **November 2, 2025**, to: **Email: hr@wsask.ca**. In your application, please include the competition number (WSA-28-2025-26).

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.

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