



## Who we are

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to become a world-leading tennis nation, Tennis Canada seeks to grow participation across Canada and develop champions on the international stage. Tennis Canada also owns and operates the Rogers Cup presented by National Bank tournaments in Toronto and Montreal, two of the best-run sporting events in the world which annually bring the globe's best tennis players to Canada. In recent years, Canadian tennis has seen historic achievements, with players reaching Grand Slam finals and record high world rankings, and participation and interest on the rise. Join us as we look to build on this exciting momentum and produce even greater results. We are a team of innovators, who are passionate about our work and pursue excellence together every day.

## What we are looking for

### **Assistant, Talent Acquisition (Contract March to August)**

Reporting to the Coordinator, Human Resources, the Assistant, Talent Acquisition will work closely with the hiring managers and the HR team to support the recruiting process for the various summer positions.

- Prepare and post job descriptions;
- Conduct phone interviews;
- Coordinate and conduct in person interviews with managers, when applicable;
- Prepare offers and extend to candidates;
- Onboard new employees;
- Maintain employee database up to date;
- Coordinate onboarding with the payroll department and ensure that all hiring packages are forwarded on time.

## Who you are

- Currently finishing the second year of your Human Resources bachelors;
- Experience in recruitment;
- Excellent customer service experience;
- Self-starter with a team-oriented focus.

## What's in it for you

- Be part of a dynamic organization that makes a difference across Canada;
- Get in the game! Join the Rogers Cup team;
- Be part of an innovative, vibrant and passionate team;
- Join the organization that sets the standard and always strives for excellence.

## Interested?

Send us your resume at [resumes@tenniscanada.com](mailto:resumes@tenniscanada.com)