



People Operations Associate

About the Program

The Toronto Blue Jays are looking for recent graduates or early-career professionals who are interested in learning from industry-leading professionals and exploring what it means to be a part of Canada's only Major League Baseball team.

Selected individuals will become part of a diverse cohort with access to department-specific training, social activities and learning opportunities. Each participant will also be assigned a cross-departmental mentor from within the organization to guide them throughout the program and the unique chance to present to the *Toronto Blue Jays* Leadership Team.

During this year-long program, candidates will gain invaluable real-world exposure to the sports industry, immersing themselves in the *Toronto Blue Jays* world right here at the *Rogers Centre*.

The *Blue Jays* office is more than just workstations and computers; it is an extension of the ballpark. Here, we channel the game's energy as we strive daily to achieve our mission: to get better every day to win World Series championships and celebrate with our fans across Canada.

Overview

As a member of the People Operations team, you will have the unique opportunity to learn from a diverse team of people operations professionals including exposure to various functions such as talent acquisition, employee relations, and talent development, allowing for significant professional growth.

Responsibilities

Talent Acquisition and Onboarding:

- Assist in the recruitment process by posting job openings, screening resumes, and coordinating interviews.
- Support the onboarding process for new hires.

Employee Relations:

- Assist in maintaining positive employee relations through effective communication and conflict resolution.

Training and Development:

- Collaborate with the People Operations Specialist and Business Partners to organize and facilitate training programs.

Administration:

- Assist in maintaining accurate and up-to-date electronic records.
- Support People Operations administrative tasks, including documentation, data entry, email mailbox management and file management.

Performance Management:



- Support the performance management process.
- Contribute to initiatives aimed at enhancing employee performance and satisfaction.

Projects:

- Participate in team projects and initiatives to improve processes and contribute to the overall People Operations strategy.

Qualifications

- Bachelor's degree in human resources, Business Administration, or a related field or equivalent work-related experience gained in the last 3 years.
- Strong interpersonal and communication skills.
- Detail-oriented with excellent organizational and time management abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Eagerness to learn and adapt to a fast-paced and dynamic work environment.
- Exceptional MS Excel skills.
- Proficient in Microsoft Office Suite.
- Familiarity with HR software and systems.
- Basic understanding of employment laws and regulations.

What we offer to you

- Commitment to our team - we want you to succeed!
- Ongoing, hands-on training to help you develop your skills
- Excellent employee discount to use towards Jays gear
- A unique employment experience working for the only MLB team in Canada