

Established in 1996, HR Associates is a recognized leader in the provision of temporary services to the public, broader public, and not-for-profit sectors throughout Ontario. With over 20 years of experience providing services to the public and broader public sector, we are temporary help recruitment specialists with extensive experience in providing recruitment services for administrative and professional positions in program management, healthcare, communications, human resources, finance, information technology, policy development, etc.

FIPPA/PIPEDA Information Coordinator

Our client is seeking an experienced **Information Coordinator** to provide support with FIPPA and PIPEDA processing and request coordination. This is a long-term interim opportunity located in downtown Toronto. In this role, you will be responsible for preparing documents for information requests, support with the transfer of records and ensuring clarity on obligations for the administration FIPPA and PIPEDA by all parties.

Qualified candidates will have a background in information requests and administration for any of PIPEDA/FIPPA/MFIPPA and the relevant knowledge of the legislation. The successful candidate must have excellent communication skills and a strong ability to prioritize tasks with an efficient attention to accuracy and confidentiality.

If you are interested in being considered for this opportunity, please submit your resume to hra2008@hrassociates.ca. We thank all candidates for submitting their resume, however only those selected for an interview will be contacted.

If you require an accessibility accommodation during the recruitment process, please call 416-237-1500 x237.

Please visit our website at www.hrassociates.ca for more information about our company and services.

HRASSOCIATES

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