

Xpera HRservices Inc.
101 – 8333 Eastlake Drive, Burnaby, BC
www.xpera.ca
604-517-4545
Contact: Nicole Weir

Xpera is Canada's largest Risk Mitigation and Investigation company. The Xpera HRservices division primarily focuses on background screening searches for our client base and managing an ethics reporting service.

The practicum student would join the Xpera HRservices team as a Client Services Representative. The role would consist of processing background screening searches that include Criminal Record Check, Credit Inquiries, Drivers Abstracts, and Media Searches. There is interaction with clients through telephone and email. This is an office environment position where the practicum student is designated a workstation/desk and would be working within a team of Client Service Representatives.

The practicum student works hands on with our team to learn about compliancy and the processing requirements to complete background searches, complete various background screening templated reports, and communicate directly with clients through email and phone. Our division handles sensitive and confidential information. They will gain experience working in a standard office environment.

The hours of work are Monday thru Friday, between 8:30am – 4:30pm. We are located near the Production way Skytrain station and bus access. A criminal record check will be conducted prior to practicum start date.

Training is provided by Xpera HRservices, this is a hands-on learning environment where the student would both be shadowing a senior team member but also working independently with supervision and support from the team. Students should be comfortable using Microsoft applications and be detail oriented.

This is an unpaid practicum position. To complete the work tasks there is no expenses required to be covered by the student.

Xpera HRservices would accept 1 student per semester. Please get in touch with Helene Love at hlove@sfu.ca if you'd like to apply or for more information.