



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Human Resources Coordinator (Summer 2020) - 4 Month Co-op & Internships

**Job ID** 1D-F6-4F-EF-C6-41

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=1D-F6-4F-EF-C6-41>

**Company** BMO Financial Group

**Location** Toronto, Ontario

**Date Posted** From: 2020-01-06 To: 2020-02-05

**Job** Type: Full-time Category: Human Resources

**Languages** English

### Description

â€¢ Supports day to day operational processes, program management activities & administrative tasks for Human Resources to achieve business results and deliver the intended employee experience.

â€¢ Collaborates with internal & external stakeholders to support planning, implementation and sustaining of the HR processes, workflow and program tools.

â€¢ Communicates and reinforces Human Resources principles, programs, process, and standards.

â€¢ Supports the development of tailored messaging, which may include writing, editing and distributing communications.

â€¢ Participates in the design, development, implementation, and management of core business processes.

â€¢ Analyzes data and information to provide HR insights and recommendations. Gathers and formats data into regular and ad-hoc reports, and dashboards.

â€¢ Coordinates and executes specific activities for the implementation of strategic initiatives; includes tracking metrics and milestones.

â€¢ Executes work to deliver timely, accurate, and efficient service.

â€¢ Completes complex & diverse tasks within given rules/limits and may include handling escalations from other employees.

â€¢ Analyzes issues and determines next steps.

â€¢ Broader work or accountabilities may be assigned as needed

### Experience

Qualifications:

â€¢ As a full-time employee, we would require 2-4 years of experience, however as part of the BMO campus program, we are looking for motivated individuals with a strong desire to learn.

â€¢ Youâ€™re pursuing post-secondary education in Business, Human Resources Management or any other program relevant to the role!

â€¢ Verbal & written communication skills - Good.

â€¢ Organization skills - Good.

â€¢ Collaboration & team skills - Good.

â€¢ Analytical and problem solving skills - Good.

**How to Apply**

[https://bmo.wd3.myworkdayjobs.com/Campus/job/Toronto-ON-CAN/Human-Resources-Coordinator--Summer-2020----4-months\\_R200000330-1](https://bmo.wd3.myworkdayjobs.com/Campus/job/Toronto-ON-CAN/Human-Resources-Coordinator--Summer-2020----4-months_R200000330-1)