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

Date Printed: 2024/03/28

Intern, Early Career Recruitment

Job ID	**97-2B-DD-28-8B-81**	
Web Address	https://careers.indigenous.link/viewjob?jobname=97-2B-DD-28-8B-81	
Company	CN	
Location	Across Canada, Across Canada	
Date Posted	From: 2022-01-10	To: 2022-07-09
Job	Type: Full-time	Category: Human Resources
Languages	English	

Description

The Intern, Early Career Recruitment is responsible for assisting in finding, sourcing, and hiring early career talent to fulfill CN's paid opportunities.

Major Responsibilities

Post, refresh, and edit where needed, legally compliant role postings

Audit job postings and determine the compliance with established norms

Develop and post social media posts

Analyze best practices on reaching students for internships, Co-ops, and early career opportunities

Screen applicants to find qualified candidates

Coordinate and schedule candidate interviews

Conduct and facilitate candidate testing assessments, as required

Communicate and liaise with applicants, hiring Managers, talent acquisition team members, and other recruiters

Prepare weekly reports for tasks completed and in progress

Maintain regular, clear, and concise communication with recruitment partners and team

Comply with ethical standards and adhere to CN's commitment to diversity, equal opportunities, health and safety, and personal data privacy regulations

Requirements

Knowledge of social media platforms

Advanced knowledge of Microsoft Suite (Excel, PowerPoint, and Word), including pivots and macros

Communicates with impact

Attention to details

Fluent in English, both written and verbal

Intermediate level of French required

Collaborates with others and shares information

Ability to work remotely

Working Conditions

Can be remote

Education

Working towards a Bachelor's Degree in Business Administration, Human Resources (HR), or equivalent

*Any experience/education/skills/knowledge for these above would be considered as an asset

Other

Job available in these locations:

Montreal, QUEBEC, Canada

Calgary, ALBERTA, Canada

Edmonton, ALBERTA, Canada

Winnipeg, MANITOBA, Canada

Moncton, NEW BRUNSWICK, Canada

Ottawa, ONTARIO, Canada
Toronto, ONTARIO, Canada
Vancouver, BRITISH COLUMBIA, Canada

How to Apply

Click "Apply Now"