



# 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.Link's 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.

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# Job Board Posting



Careers.Indigenous.Link

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## Intern, Early Career Recruitment

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