



# 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/19

## Intern, Human Resources

<b>Job ID</b>	<b>C3-6A-FC-B4-3D-39</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=C3-6A-FC-B4-3D-39">https://careers.indigenous.link/viewjob?jobname=C3-6A-FC-B4-3D-39</a>	
<b>Company</b>	CN	
<b>Location</b>	Montreal, Edmonton, Ontario, Across Canada	
<b>Date Posted</b>	From: 2021-12-01	To: 2022-05-30
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Languages</b>	English	

### Description

Job available in these locations:

Montreal, Quebec

Edmonton, Alberta

Ontario

Canadian National Railway Company (CN) is looking for a highly motivated person to fulfill a full-time Intern, Human Resources position in Canada from Jan - Aug 2022. This position is open to New Grads.

#### Job Summary

The Intern, Human Resources (HR) is responsible for assisting HR through different mandates. The incumbent will be actively involved in HR Invoice Management, in various HR technology projects, and in HR process design, review and optimization. The position applies skills learned in school in a professional setting as well as gains a better understanding of the role that HR plays in a corporate setting.

#### Major Responsibilities

Assist in HR Invoice Management â€“ 40%

Assist in designing, reviewing, and optimizing process â€“ 20%

Remaining tasks - 40%

Contribute to the maintenance of CNâ€™s Talent Suite Cornerstone

Support business stakeholders in gathering business requirements

Perform data entry and other clerical assignments as needed

Maintain and modify existing reports as well as create new reports concerning customersâ€™ requirements

Participate in the design of support materials

#### Requirements

Fluently bilingual both written and verbal (English, French)

Applies critical thinking

Time management

Ability to work in a fast-paced demanding environment and oversee multiple priorities

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

Knowledge of Cornerstone

Knowledge of SharePoint

Knowledge of Tableau or Power BI\*

#### Education

Working towards a Bachelor's Degree in Business, Human Resources, Information Technology or equivalent with a minor in Computer Science, Technology, Human Resources or another related field

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

### Other

CN requires that all employees be fully vaccinated against COVID-19 and provide proof thereof as a condition of employment. The Companyâ€™s vaccination mandate extends to employees of our wholly owned subsidiaries as well as CNâ€™s contractors, consultants, agents and suppliers and anyone who accesses CN properties in Canada.

CN is an employment equity employer and we encourage all qualified candidates to apply. We thank all applicants for their interest, however, only candidates under consideration will be contacted. Please monitor your email on a regular basis, as communication is primarily made through email.

**How to Apply**

Click "Apply Now"