

Job Posting: 8639 - Position: Human Resources Co-op Student

Co-op Work Term Posted:	Summer 2019
Application Deadline	02/07/2019 11:59 PM
Application Method:	Career Bridge
Posting Goes Live:	01/21/2019 3:26 PM
Job Posting Status:	Approved

Company Information

Organization	Teck
Salutation	Ms.
Job Contact First Name	Jane
Job Contact Last Name	Doe
Contact Title	Co-op Student, Recruitment
Address Line One	Calgary
City	Calgary
Province / State	Alberta
Postal Code / Zip Code	T2G 0R3
Country	Canada

Job Posting Information

Term Posted	Summer 2019
Job Title	Human Resources Co-op Student 25029
Employer Competition / Job Posting Number	-
Duration	8-12 Months
Job Location (City/Town)	Logan Lake, BC, Elk Valley, Vancouver
Job Location (Province/State)	British Columbia

Job Description

- Involvement in the health and safety programs of Teck Resources Ltd. to ensure that everyone on site goes home safe and healthy every day
- Involvement in the application of Human Resources policies and procedures, salary and benefits administration, organizational communications, performance management and other project work as assigned
- Assist with the recruitment of co-op, staff, and unionized positions
- Sort and categorize applications, conduct prescreens and schedule interviews
- Coordinate pre-employment requirements as needed, including reference checks, and drug testing
- Ensure recruitment procedures and processes are followed
- Assist with the development and posting of employment advertisements including online advertisement mediums
- Research and report writing as needed

- Other various recruiting activities and office administration as required

Job Requirements

- Year of Study: 3rd to 4th Year
- Currently pursuing a Bachelor's of Business Administration with a concentration in Human Resources
- Preference will be given to students in their third and fourth years
- Previous Co-op experience is an asset
- Able to maintain confidentiality and a high level of professionalism
- Ability to take initiative

Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Management (BMGT) Human Resource Management & Labour Relations
Projected Start Date	May 01, 2019 12:00 AM
Projected End Date	December 31, 2019 12:00 AM