

# Cambrian Careers



## Position Description

**POSITION TITLE:** Human Resources Intern

**REPORTS TO:** Director, People & Culture

**DEPARTMENT:** Human Resources

**SALARY GRADE:**

**EFFECTIVE DATE:** February 2022

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### Position Summary

Are you looking for Human Resources experience that ranges from day-to-day tasks through to strategic initiatives that drive a business forward? Are you looking to demonstrate your ability to take on new challenges and own a full cycle initiative? Are you committed to serving the community around you?

Our Human Resources intern will provide support to Cambrian Credit Union's Human Resources department by supporting our Recruitment & Staffing and full-cycle ownership of the Employee File Digitization project. In turn, the Human Resources intern will gain valuable skills in recruitment, communication, project ownership, using our HRIS system – UKG, and working in a high-performing, professional environment.

Working out of our Corporate Office at 225 Broadway, this is a full-time 4-month term starting in May 2022. This internship is open to all post-secondary students currently enrolled in or recently graduated from a related program such as a Bachelor of Commerce with a major in Human Resources Management

### What you will do

**Recruitment & Staffing:** Support Cambrian's recruitment and selection process by assisting with job postings, screening applications, scheduling and conducting interviews, recommending hiring decisions, and communicating selection decisions with candidates.

**HR Project Delivery:** End-to-end project ownership of employee file digitization including project planning, HRIS processes, and managing compliance with labor and tax laws.

**General Human Resources Exposure:** Gain insight into ongoing work within the HR team including strategic projects, annual processes, employee experience, HRIS maintenance and enhancement, payroll, and day-to-day employee relations.

#### Business Exposure

- Meet with each Corporate department to discuss overall function within a financial institution and how they partner with Human Resources

- Half and full day job shadows within Branch Operations, Digital Sales & Lending, Commercial Banking, and Wealth Management (pending COVID restrictions)
- Exposure to Senior Management Team

## Decision Making & Freedom to Act

Under general supervision; guided by established standards and procedures. Work is routine but varied; makes normal decisions with the use of some judgement.

## Who you are

- Desire to pursue a Manitoba career in Human Resources
- Currently enrolled in or recent graduate of related post-secondary program such as a Bachelor of Commerce with a major in Human Resources Management
- Proficient in PC applications of Outlook, Word & Excel
- Strong organizational skills: strong attention to detail within a fast-paced environment with multiple priorities and time sensitive deadlines
- Creative thinker/ problem solver, with a people-centred approach and strong desire to continuously improve and add value.
- Strong emotional intelligence (EQ); demonstrating both strong self-awareness and the ability to identify and adjust to verbal and non-verbal cues from colleagues and members.
- Demonstrated commitment to the community through volunteerism, student group involvement or committee participation.
- Previous experience in Recruitment or Financial Services considered an asset.

## Cambrian Values

The Human Resources Intern consistently displays Cambrian's core values as follows:

### **Integrity & Honesty:**

Anticipates and adapts behaviours consistent with integrity and honesty. Listens to and considers differing perspectives respectfully; interacts with others fairly and objectively.

### **Member Focused:**

Anticipates and adapts to member needs; takes responsibility for working with members to identify and solve issues and ensure satisfaction.

### **Community Involvement:**

Sets an example to others by attending or participating in organizational and community events and initiatives. Involved in organizational committees to promote awareness and involvement.

### **Competitive:**

Sets an example to others by exceeding expectations. Identifies potential obstacles to reaching goals and develops ways to overcome them.

### **Innovative Spirit:**

Identifies opportunities to improve on technologies and processes. Identifies ways to assist others in adapting to change and communicates about change in a positive way.

## How to apply:

Please submit your application to <https://www.cambrian.mb.ca/careers>. Your resume and cover letter must clearly illustrate how you meet these qualifications.