

STAGIAIRE EN RESSOURCES HUMAINES

DESCRIPTION DU POSTE

Internship in Human Resources

Innovation is in our DNA... is it in yours?

Bombardier is a global leader in aviation, creating innovative and game-changing planes. Our products and services provide world-class experiences that set new standards in passenger comfort, energy efficiency, reliability and safety. We are a global organization focused on working together with a team spirit.

Are you interested in an opportunity within a diverse and dynamic work environment that will be challenging and rewarding? Here's the opportunity that you have been looking for! The complexity of the internship will be adapted to the level of the student selected.

Our team...

Your boarding pass will include...

Conferences about Diversity & Inclusion

Meet An Executive conference

Lunch & Learn

About Bombardier conferences (Business jets)

Virtual visits of the Bombardier sites (Global 200 Côte-Vertu Ouest & Challenger Plant)

Intern's committee

Bombardier Academy of Learning

During your internship, you will contribute to...

Own the process for contractors on site; hire, coordinate trainings, renew badges, terminate

Process human resources transactions via Salesforce

Participate and contribute to various human resources projects and Employee Engagement initiatives

Produce and publish weekly headcount reports for the Toronto (Canada) & Red Oak (USA) sites as well as various ad hoc reports such as retirement, span of control, lead hand, headcount validation reports etc.

Ensure data integrity is maintained in our human resources information system, SAP

Be a key partner to the HRM to achieve monthly manpower targets

Coordinate and execute various surveys for the shopfloor employees

Canvass site-wide for intern recruitments for the Summer, Fall, and Winter academic semesters

Lead the entire recruitment process when hiring the successor for this role.

What we are looking for...

You are currently in the process of completing a bachelor's or graduate degree in Human Resources Management

You are proficient in Microsoft office suite

Excellent in Excel, Power BI and PowerPoint

You are autonomous and very motivated

You are flexible and able to work in a complex and fast-paced environment

You have strong communication and writing skills

You have excellent organizational and planning skills

You are detail oriented

You have strong analytical and problem-solving skills

You are available to work on a full-time basis as of January 2023 for 12 months

On-Boarding Information...

Downsview, Toronto

12 months

On site

All our interns may be required to occasionally travel outside of Canada for training/work purpose.

FORMAT

- Ville : Toronto
- Date de début : 2023-01-09 10:00:00
- Période : 3
- Durée : 12 mois
- Nombre de postes : 1
- Temps plein
- Niveau d'étude : Baccalauréat ,
- Domaine d'études : Gestion des ressources humaines , Administration / gestion commerciale ,

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