

**HUMAN RESOURCES INTERNSHIP**

**Posting number: RH18-05**

*Canadian Royalties Inc. (CRI) owns large deposits of nickel, copper, platinum and palladium in Nunavik (Northern Quebec). As part of its operations, CRI is looking for highly motivated and skilled talent to join our team.*

<b>TYPE OF POSITION : TEMPORARY (4 MONTHS)</b>	<b>NUMBER OF PEOPLE TO HIRE = 1</b>
<b>DEPARTMENT : HUMAN RESOURCES</b>	<b>PLACE OF WORK : MONTREAL /SITE</b>
<b>JOB POSTING PERIOD : FROM FEBRUARY 7<sup>TH</sup> TO 21<sup>TH</sup>, 2018</b>	<b>Hourly Rate: Lump sum</b>

**SUMMARY OF RESPONSIBILITIES:**

Reporting to the training and recruitment Chief, the human resources intern is responsible for helping the human resources team through their daily tasks. His main responsibilities are:

- Support and help in the Recruitment process;
- Contact the candidates, schedule interviews, make references calls and follow up on interviews with all the candidates contacted;
- Write job postings; Post the job posting on specialized sites;
- Participate in the implementation of a Human Resources Management System WFN online platform;
- Write job descriptions for the implementation of the Hay system;
- Support the Training Service;
- Perform all related duties that the department judge necessary.

**REQUIREMENTS**

- Students enrolled in the Bachelor in Industrial Relations or Human Resources;
- Good knowledge of MS Office; LinkedIn;
- Bilingual (French and English).

**SKILLS**

- Definite orientation toward the respect of health-safety and environment rules and guidelines
- Ability to work within a multicultural environment and team;
- Dynamic, autonomous, positive attitude;
- Have a scientific spirit with a mathematical sense;
- Ability to work as a team member and to conduct a project in an effective manner;
- Ability to work under pressure.

**WHEN SENDING IN YOUR APPLICATION, YOU MUST INDICATE THE JOB POSTING NUMBER**

Those interested in this job are invited to submit their CV with a cover letter before 16h on **February 21<sup>st</sup> 2018** by email to: [emplois@canadianroyalties.com](mailto:emplois@canadianroyalties.com).

*Only those selected for an interview will be contacted.*