

<https://www.internshipcanada.online/job/hays-internships/>

Hays Internships 2024 Apply Now

Description

We are seeking a motivated and detail-oriented Internship Program Coordinator to join our dynamic team at Hays Internships. The ideal candidate will play a pivotal role in managing the internship programs, ensuring seamless operations, and delivering exceptional experiences for both interns and partner organizations.

Responsibilities

- Coordinate the end-to-end process of internship placements, from recruitment and selection to onboarding and evaluation.
- Collaborate with partner companies to understand their internship needs, ensuring alignment between their requirements and intern capabilities.
- Act as the primary point of contact for interns, providing guidance, support, and resources throughout their internship journey.
- Develop and implement strategies to enhance the internship program, fostering an environment conducive to learning and growth.
- Organize training sessions, workshops, and networking events to supplement interns' professional development.
- Monitor and evaluate intern performance, providing feedback to both interns and partner companies to facilitate continuous improvement.
- Maintain accurate records, compile reports, and analyze data to assess the effectiveness of the internship program.
- Stay updated on industry trends, best practices, and compliance regulations related to internships.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent work experience).
- Proven experience in program coordination, preferably in internship or talent development programs.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Excellent communication and interpersonal abilities to interact with interns, partner companies, and internal stakeholders.
- Proficiency in Microsoft Office Suite and familiarity with database management.
- A passion for supporting the professional growth of young talents and a commitment to fostering a positive learning environment.

Job Benefits

- **Health Insurance:** Comprehensive health coverage for employees.
- **Retirement Plans:** Contribution towards retirement plans or 401(k) matching.
- **Paid Time Off:** Generous vacation, holiday, and sick leave allowances.
- **Professional Development:** Access to ongoing training, workshops, or educational reimbursement programs.

Hiring organization

Hays

Employment Type

Intern

Duration of employment

3 Months

Industry

Staffing and Recruiting

Job Location

Calgary, Alberta, Canada, T2P,
Calgary, Alberta, Canada

Working Hours

09

Date posted

December 18, 2024

Valid through

23.12.2024

- **Wellness Programs:** Wellness initiatives such as gym memberships or wellness stipends.
- **Employee Assistance Programs:** Access to counseling services or resources for personal and professional support.
- **Team-building Activities:** Organized events to foster team collaboration and camaraderie.

Contacts

- **Visit the Company Website:** Navigate to the official website of Hays Internships. Use a search engine to find their site or directly enter their URL if available.
- **Explore Open Positions or Internships:** Look for a “Careers,” “Jobs,” or “Internships” section on the website. Browse through the available positions or internship opportunities that match your interests and qualifications.
- **Review Job Descriptions:** Read the job descriptions thoroughly to understand the requirements, responsibilities, and qualifications for each role.
- **Prepare Your Application Materials:** Update your resume/CV and prepare a cover letter, if required. Tailor these documents to highlight your relevant skills and experiences that align with the position you’re applying for.
- **Submit Your Application:** Follow the application instructions provided on the website. This might involve completing an online application form, attaching your resume/CV and cover letter, and providing any additional requested information.
- **Double-Check Your Application:** Before submitting, review your application materials for accuracy and completeness. Ensure that all required fields are filled out, and attachments are properly uploaded.
- **Follow Up:** After submitting your application, consider sending a follow-up email or message to confirm receipt and express your continued interest in the position.