

Talent Acquisition Co-Op Student (A2)

Casual Term Opportunity – 4 months

Role Specifications

Flexible Work Arrangements
Everyday Flexibility
Hybrid Work Environment

CWB is on a mission to become the *best full-service* bank for business owners of Canada.

The opportunity

The Talent Acquisition Co-Op Student term is a learning and growth opportunity for a Human Resources student who is looking for hands-on experience with a top employer and the chance to work with an industry leading HRIS. As a member of the geographically diverse Talent Acquisition team, the successful candidate will be responsible for coordination, administration and management of critical recruitment services including job postings, candidate engagement, background and reference checking and much more.

Key deliverables

Candidate experience, administration and technological savvy.

Learning & application.

Absorb, understand and live the CWB brand. Learn what it means to live our values and translate this experience to candidates through engagement in each interaction, be it via pre-screening conversations, interview set up or the many follow-ups and touch points that come with recruiting.

Operational excellence.

Apply your educational learning in HR best practices to improving processes, streamlining information and building efficiencies in the recruitment process. Accurately composing, administering, storing and retrieving digital files on a multitude of platforms including MS Teams, Workday, Cloud services and more.

Candidate focus.

Deliver an unrivaled candidate experience through the direct support of the Talent Acquisition Team. Excellent communications skills that thrive in a diverse workforce, supporting stakeholders in an engaging and professional manner.

Successful incumbent

Competencies



Client focused. Deliver outstanding client experiences at every interaction and execute on plans to continuously build the client experience, in line with CWB's brand promise.

Winning aspiration. The desire and motivation to succeed with the drive and focus to make it happen – fueled by the belief that better is always possible.

Quick to learn. Capable of understanding new information at a rapid pace. Intake, process, analyze, conclude & retain key information to enhance performance.

Attention to detail. Accuracy is your middle name. Be in words, numbers or systems, you notice all the small things that add up to a full picture of data integrity.

Flexible & focused. An innate sense of urgency and sharp focus helps you ensure you're on top of it, but you know when to bend, shift and make exceptions.

Technically proficient. You are proficient with technology and are adapt at learning new software as needed.

A true #tealmate. Live & champion CWB values. Represent the CWB Brand with honour and integrity, embodying our culture in a way that prioritizes collaboration and respects individuality. Respect the code: **OneCWB Growing Together.**

Core knowledge requirements

Current enrollment in a post secondary education institution in Human Resources or Business Administration or related field. At a minimum, you must have a growth mindset, an openness to learning, technological know-how and can demonstrate your capacity to do so.

Demonstrated experience

- Working knowledge of MS Office, particularly Excel, Word, PowerPoint and Teams.
- Demonstrated experience working in a fast-paced environment managing conflicting priorities.
- Experience navigating highly confidential information.

Why work with us?

Winners of Canada's Most Admired Corporate Culture 2020

& recognized as one of 50 Best Workplaces in Canada by Great Places to Work

Your voice matters. Help us shape our voice around important social & cultural matters.

The opportunity to make a difference. Build a team. Make an impact. Put your mark on the CWB landscape.

Physical health and mental fitness are priorities. Generous time away to practice self-care and family-care with 100% company paid benefit & support programs.

Flexible work arrangements & everyday flexibility. Make work make sense for you. Hybrid work environments.

Community giving. Drive economic prosperity in your community. Get involved. Volunteer. Fundraise. All with CWB support.

Bring your whole self to work. Inclusion is a journey requiring practice & experience that results in a powerful outcome.

Innovation. Learn. Grow. Enhance. At CWB, we play to win. When we fail, we fail forward.

Connection. Join, participate, lead an employee represented group (ERG). Find a community within the CWB family.

Organization wide coaching services. Strategic career design is something we work hard to deliver for all employees.

Recognition. Peer to peer recognition program. Both "in the moment" and monumental!

Financial rewards. Yup! We pay you too. Base **plus** performance incentives.

Retirement investment strategy. You can't work forever, so built an RRSP contribution & matching program with financial advisors at the ready to help you make the most of your wealth.

Company ownership. The knowledge and opportunity to impact the bottom line and be rewarded for it - every day, with our employee share purchase plan.

High demand. High reward (HR). Bolster your HR career with practical & applicable experience.

To apply

Please send a cover letter and resume to **Rachel Liem-Smith**, Manager, Talent Acquisition at Rachel.liem-smith@cwbank.com.