



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$16 billion is actively managed in-house by 95 employees for the CN Pension Plan's approximately 49,800 pensioners and pension plan members.

The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

Position: Intranet Designer (4-month contract)

Current Opportunity

In this role, the ideal candidate will support the CN Investment Division's Communications and Office Services team. In conjunction with the Manager, Communications and Office services and a consulting firm, you will participate in the redesign of our corporate intranet to develop a SharePoint-based comprehensive business collaboration and communication solution to replace our current intranet. This will allow you to apply your knowledge and deepen your skills.

As the ideal candidate, you are a collaborative team player with great creativity and ability to generate new ideas, good attention to detail, and excellent communication skills. You are self-motivated, flexible, and have an excellent work ethic. You have strong planning and organizational skills with an ability to execute projects within deadlines while ensuring high-quality delivery.

Primary Responsibilities

- Actively participate in all stages of the redesign of our new intranet using SharePoint
- Take part in the analysis and determination of the possible features and functionalities of the new intranet
- Create and modify graphic and multimedia elements (images, texts, videos, etc.)
- Conceive the design and interactivity of the new intranet
- Incorporate the components of the new intranet in a coherent and artistic manner
- Work with other teams to integrate other SharePoint intranet platforms into the new intranet
- Explore the possibility to automate certain internal processes
- Assist in the planning of the second phase of the new intranet

Professional Requirements

- DEC degree (Québec CEGEP level in progress or attained) or the equivalent
- Knowledge of website design, content, and SharePoint platform
- Advanced experience with Microsoft 365 tools and apps
- Proficient in Photoshop
- Bilingual (French and English)

Desirable Skills and Aptitudes

- Great creativity and ability to generate new ideas
- Strong planning and organizational skills
- Excellent interpersonal and communication skills (verbal and written)
- Good attention to detail
- Fast learner
- Effective team player

If this position sounds like you, we would love to hear from you! Please send your application by June 6, 2023, via email to jobs@cnid.ca. The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company.

Only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.