



CN Investment Division
Division des investissements du CN

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 CN Investment 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\$18 billion is actively managed in-house by 89 employees for the CN Pension Plan's approximately 48,800 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: Assistant or Coordinator, Human Resources

(based on qualifications and relevant experience)

Current Opportunity

Reporting directly to the Managing Director, Corporate Strategy and Services, the Assistant or Coordinator, Human Resources plays a key role in supporting the HR team's day-to-day operations and initiatives. This role is responsible for a variety of administrative and coordination tasks that contribute to the efficiency and effectiveness of HR services, including maintaining employee records, supporting recruitment and onboarding, managing HR documentation, and responding to employee inquiries.

As the ideal candidate, you are organized, detail-oriented, and demonstrate sound judgment and discretion in handling sensitive information. You communicate well, balance multiple priorities with ease, and bring professionalism, collaboration, and dedication to your work.

Primary Responsibilities

- Provide day-to-day administrative and operational support to the HR team, including scheduling meetings and HR-related appointments
- Prepare and track Help Desk requests related to HR services
- Assist in drafting, translating, formatting, and reviewing job postings, job descriptions, and HR communications
- Maintain and update HR tools and resources, including the HR vacation calendar, tracking lists, and the HR Intranet page
- Support recruitment activities, including CV screening, interview scheduling, reference checks (background checks), and monitoring the jobs@cnid.ca inbox
- Assist in reviewing and updating HR policies, guidelines, and procedures
- Coordinate employee training and professional development activities, and assist in preparing related forms and reports
- Provide back-up support to the Specialist, Payroll, Benefits and HRIS during absences or peak periods, ensuring continuity of services
- Collaborate with the Specialist, Payroll, Benefits and HRIS to maintain accurate and up-to-date employee records in the HRIS and employee personnel files
- Manage electronic and physical HR filing systems and ensure data integrity

- Process requests related to CN ID cards and gym access for employees
- Design graphics, Team Management Profiles (TMP), and related documentation
- Document HR processes and workflows in a clear and structured manner
- Support the definition and tracking of internal controls to ensure compliance, consistency, and operational efficiency across the HR function

Professional Requirements

- DEC in administration or office automation or related field, and/or an equivalent combination of education and experience
- Certificate in Human Resources Management or Payroll, or equivalent
- Minimum of 2 years of experience in a Human Resources-related role
- Strong computer aptitude with proficiency in Microsoft 365 (Excel, Word, Outlook, SharePoint, Teams, PowerPoint)
- Bilingual (French and English)

Desirable Skills and Aptitudes

- Ability to handle sensitive information with discretion and maintain confidentiality
- Strong attention to detail and accuracy
- Excellent time management and organizational skills
- Excellent communication and interpersonal skills
- Demonstrate good judgment and resiliency

If this position sounds like you, we would love to hear from you! Please send your application 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, physical or hidden 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. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.