

Data Analytics Learning & Development Documentation Intern

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Primary Objectives:

Working in a collaborative and dynamic team environment between May to August 2024, the Data Analytics Intern will work within a hybrid model (half remote and half in the Toronto office, on Bay Street) – please note, this requirement might change.

Job Responsibilities:

- Support the Crystal Migration project on QA, Data Governance, user documentation and training materials.
- Support the front end design of the D&A SharePoint site.
- Support other D&A team members as required.
- Other work as assigned.

Qualifications:

- Must have excellent presentation and organizational skills, be extremely organized and a team-player.
- Background in learning and development to prepare end user documentation for user and training materials using PowerPoint, PDF, Video and in person training.
- Possess technical skills in Power Point, PDF generation, Excel.
- Has a keen for this discipline and an analytical mind, is able to effectively interpret a variety of contextualize it in a business environment.

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based on principles which align with our company values and promote positive employee practices. Candidates requiring accommodation during any stage of our selection process should advise us of this; we will strive to work with individuals to find a suitable means to meet their needs.

If you are interested in applying, please email your resume to Ioana Maior at: imajor@hsb.ca

We thank all candidates for their interest; however only those selected for interview will be contacted.