



HR Recruitment and Onboarding Internship

Location: 4Seasons Transportation

Type: Internship Full-Time

Start Date: July 2025 start (6 month contract)

About 4Seasons Transportation

4Seasons Transportation provides safe, calm, and compassionate transportation for students living with disabilities. Our mission is to enhance the quality of transportation for all students with special needs, while fostering a supportive and inclusive environment for our team.

We're proud to be recognized as a **culture award-winning organization**, known for our commitment to values-driven leadership, employee well-being, and teamwork. At 4Seasons, we champion professional growth, and many of our interns have gone on to secure **full-time, permanent positions** within the organization.

Position Overview

As an **HR Recruitment and Onboarding Intern**, you will play an integral role in executing high-volume hiring processes and supporting onboarding efforts. This internship provides hands-on exposure to full-cycle recruitment, candidate engagement, HR systems, and compliance — ideal for students pursuing Human Resources education and looking for real-world experience in a values-driven, high-growth organization.

Key Responsibilities

Recruitment & Onboarding

- Review and screen high volumes of candidate applications to determine role alignment
- Schedule, tack and coordinate interviews with qualified applicants
- Communicate with candidates throughout the hiring process, providing updates and support
- Conduct reference checks and verify candidate documentation in accordance with onboarding procedures
- Post and manage job advertisements across multiple job boards and social media
- Track and report on recruitment metrics (sourcing effectiveness, cost per hire and interview success)
- Represent 4Seasons at job fairs and external hiring events to build candidate pipelines

HR Operations

- Support return-to-work testing, review and maintain accurate documentation
- Manage employee files and conduct audits to ensure compliance and data integrity
- Management of data entry and maintenance of employee records in the HRIS for important updates. (e.g., hires, terminations, LOA)
- Review the completion of contract signings to ensure all documents are accurately filled out and properly finalized.
- Provide administrative support to the HR team as needed

Skills and Qualifications

- Highly organized, demonstrates initiative, detail orientated with the ability to switch between tasks
- Excellent communication with a customer-service mindset



4seasons

TRANSPORTATION

- Adaptable and capable of working in a fast-paced, high-volume environment
- Currently enrolled in or recently completed a Human Resources program (MRU or equivalent)
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Understanding of Canadian employment legislation (e.g., Canada Labour Code, Alberta Employment Standards, and Human Rights Act)

What You'll Gain:

- Be part of an award-winning workplace culture that values collaboration, inclusion, and growth
- Real-world HR experience in a high-volume, fast-paced hiring environment
- Mentorship and collaboration with experienced HR professionals
- Develop in-demand skills in high-volume recruitment, onboarding, and HR operations
- Opportunity for future **full-time permanent employment** based on performance and organizational fit
- Make a meaningful difference by supporting a mission-driven organization that serves students with disabilities
- Practical knowledge of applicant tracking systems, employee data management, and compliance processes
- Regular events and celebrations that foster a sense of community and purpose

How to Apply:

Submit cover letter and resume to apply@4seasonstransport.com by June 6, 2025.