



<https://www.internshipsca.com/job/metro-internships/>

Metro Internships 2026 Apply Online

Description

As the Metro Internships Coordinator, you will play a crucial role in managing and overseeing our internship program. This position involves collaborating with various departments to identify internship needs, recruiting talented interns, and ensuring a positive and enriching experience for participants. The successful candidate will have a passion for talent development, strong organizational skills, and the ability to build effective relationships with internal and external stakeholders.

Responsibilities

- 1. Program Development:**
 - Design and implement internship programs tailored to meet the needs of different departments within Metro Canada.
 - Collaborate with department heads to identify project-based internships that align with organizational goals.
- 2. Recruitment and Onboarding:**
 - Develop and execute recruitment strategies to attract high-caliber interns.
 - Coordinate the onboarding process, including orientation sessions and introductions to key company personnel.
- 3. Intern Support and Development:**
 - Serve as the main point of contact for interns, addressing inquiries and providing support throughout their internship.
 - Facilitate training sessions and workshops to enhance interns' professional skills.
- 4. Performance Evaluation:**
 - Implement a structured evaluation process to assess interns' performance and provide constructive feedback.
 - Work closely with supervisors to ensure interns are meeting project objectives and gaining valuable experience.
- 5. Networking and Relationship Building:**
 - Cultivate relationships with educational institutions, industry partners, and other stakeholders to enhance the internship program's visibility and success.
 - Attend career fairs and networking events to promote Metro Canada's internship opportunities.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Previous experience in internship program coordination or related HR functions.
- Excellent communication and interpersonal skills.
- Strong organizational and project management abilities.
- Proven ability to collaborate effectively with cross-functional teams.
- Passion for talent development and commitment to fostering a positive workplace culture.

Hiring organization

Metro

Employment Type

Intern

Duration of employment

3 Months

Industry

Retail

Job Location

Montréal, Québec, Canada, H2Y,
Montréal, Québec, Canada

Working Hours

09

Date posted

March 26, 2026

Valid through

29.01.2028

Job Benefits

1. **Competitive Salary:**
 - We offer competitive salaries to attract and retain top talent in the industry.
2. **Health and Wellness:**
 - Comprehensive health and dental insurance plans to ensure you and your family have access to quality healthcare.
 - Wellness programs that promote a healthy lifestyle, including fitness classes, gym discounts, and health screenings.
3. **Professional Development:**
 - Opportunities for continuous learning and professional growth through training programs, workshops, and educational assistance.
4. **Work-Life Balance:**
 - Flexible work schedules and remote work options to help you achieve a healthy balance between work and personal life.
5. **Paid Time Off:**
 - Generous vacation and paid time off policies to allow you the time you need to relax, recharge, and spend quality time with loved ones.
6. **Employee Discounts:**
 - Exclusive discounts on Metro Canada products and services, as well as partnerships with other businesses to provide additional savings.
7. **Retirement Savings:**
 - Contributions to retirement savings plans to help you build a secure financial future.
8. **Recognition Programs:**
 - Employee recognition programs to celebrate and reward your contributions to the success of Metro Canada.
9. **Social and Community Events:**
 - Company-sponsored social events, team-building activities, and community engagement opportunities to foster a positive and inclusive workplace culture.
10. **Diversity and Inclusion:**
 - A commitment to diversity and inclusion, creating an environment where all employees feel valued and respected.

Contacts

1. **Prepare Your Application:**
 - Update your resume to reflect your relevant education, experience, and skills.
 - Draft a compelling cover letter expressing your interest in the Metro Internships Coordinator position. Highlight your qualifications and explain how your skills align with the responsibilities outlined in the job description.
2. **Submit Your Application:**
 - Email your resume and cover letter.
 - Use the subject line: "Metro Internships Coordinator Application – [Your Full Name]."
3. **Application Review:**
 - Our hiring team will carefully review each application to identify candidates whose qualifications match our requirements.
4. **Initial Screening:**
 - Shortlisted candidates will be contacted for an initial screening. This may include a phone or video interview to further discuss your qualifications and interest in the position.

5. Interview Process:

- Successful candidates from the initial screening will be invited for in-person interviews. During the interview process, you may have the opportunity to meet with key team members and discuss your experiences in more detail.

6. Reference Checks:

- References may be contacted to verify your professional background and qualifications.

7. Offer of Employment:

- If you successfully navigate the interview and reference check stages, we may extend an offer of employment.

8. Onboarding:

- Once you accept our offer, we will provide you with all the necessary information for a smooth onboarding process. This will include details about your start date, orientation, and any required documentation.