



<https://www.internswired.online/job/canyon-coal-internships-2/>

## Canyon Coal: Human Resource Internships 2024 New Application

### Description

Canyon Coal, a leading mining company, is offering an exciting opportunity for a Human Resource Intern to join our dynamic team. As a Human Resource Intern at Canyon Coal, you will gain hands-on experience in various HR functions while contributing to the success of our organization.

### Responsibilities

1. **Recruitment and Onboarding:**
  - Assist in the recruitment process by posting job openings, screening resumes, and scheduling interviews.
  - Coordinate new hire orientations and onboarding activities.
2. **Employee Relations:**
  - Support the HR team in handling employee relations matters.
  - Assist in maintaining employee records and ensuring compliance with policies.
3. **Training and Development:**
  - Collaborate with HR professionals to organize training programs and development initiatives.
  - Monitor and track employee training progress.
4. **HR Administration:**
  - Contribute to the day-to-day HR administrative tasks, including documentation and record-keeping.
  - Support in maintaining HR databases and systems.
5. **Benefits Administration:**
  - Assist in managing employee benefits programs.
  - Respond to employee inquiries regarding benefits.
6. **Compliance:**
  - Work closely with HR team members to ensure compliance with labor laws and company policies.
  - Assist in the preparation of reports and documentation for audits.

### Qualifications

- Currently pursuing a degree in Human Resources, Business Administration, or a related field.
- Strong organizational and communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proactive and self-motivated with a strong desire to learn.
- Proficient in Microsoft Office applications.

### Job Benefits

- Exposure to diverse HR functions within a prominent mining company.
- Mentorship from experienced HR professionals.
- Networking opportunities within the industry.
- Potential for future employment opportunities based on performance.

### Hiring organization

Canyon Coal

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Mining

### Job Location

Sandton, Gauteng, South Africa,  
2196, Sandton, Gauteng, South Africa

### Working Hours

09

### Date posted

April 30, 2024

### Valid through

15.01.2028

## Contacts

### 1. Prepare Your Documents:

- Update your resume, ensuring it includes relevant education, work experience, and skills.
- Write a cover letter expressing your interest in the Human Resource Intern position and briefly highlighting your qualifications.

### 2. Email Submission:

- Compose an email with the subject line: "Application for Human Resource Intern Position – [Your Full Name]."
- Attach your resume and cover letter to the email.

### 3. Address the Email:

- Address the email to the specified contact person or department mentioned in the job description.
- If no specific contact person is mentioned, address it to the HR Department or the designated email address.

### 4. Email Content:

- In the body of the email, briefly introduce yourself and express your enthusiasm for the internship opportunity.
- Include any specific details requested in the job description, such as your availability or preferred start date.

### 5. Send the Email:

- Double-check that all attachments are included and that your email is free of errors.
- Send the email to the provided email address before the specified deadline.

## Application Deadline:

- Ensure that your application is submitted on or before the deadline mentioned in the job description.