

Job Title: HR Intern, Cober West
Employee Classification: Full-time, contract
Location: Calgary, Alberta
Start Date: September 14, 2026

Interested in learning about the world of print? We are looking for people who have a positive attitude, willingness to learn and enjoy a stimulating and fast-paced environment. We offer training onsite with opportunities for growth in a culturally inclusive atmosphere. Cober is a family-owned business operating for over 110 years and has expanded to two locations in Ontario and 1 in Alberta with more than 300 employees. We are one of Canada's largest commercial printers and ship over 2 million orders a month! We are proud of our technical innovations and are constantly investing in our manufacturing capabilities.

Job Summary:

Cober Solutions is seeking an HR Intern for a 4-month term. Under the supervision of the Director of Human Resources, the candidate will be responsible for facilitating Human Resources services, policies and programs for the company. This internship provides an opportunity to gain hands-on experience across multiple areas of Human Resources, including recruitment, onboarding, employee engagement, and workplace health and safety. The successful candidate will receive mentorship and guidance from experienced HR professionals while developing practical skills in a fast-paced business environment.

Duties and Responsibilities:

- Draft and post job advertisements across various platforms
- Screen resumes and shortlist candidates based on role requirements
- Conduct initial phone screenings/interviews
- Coordinate and schedule in-person interviews with hiring managers
- Track candidate pipelines and maintain recruitment records
- Follow up with employee referrals and applicants
- Communicate with candidates throughout the hiring process
- Support a positive and professional candidate experience
- Collect and organize onboarding documentation
- Assist with onboarding seasonal/temporary employees
- Prepare new hire packages and coordinate onboarding logistics
- Support health and safety programs, including participation in safety meetings, preparation of safety moments, and support with monthly inspections and related documentation
- Provide support for employee engagement efforts during peak season, including helping coordinate small initiatives that contribute to a positive employee experience
- Maintain accurate and up-to-date HR records
- Support ongoing HR initiatives and administration tasks as needed
- Assist with ad hoc projects during peak season

Qualifications and Skills:

- Currently enrolled in a post-secondary program in Human Resources, Business Administration, Psychology, Labour Relations, or a related field
- Strong organizational skills and attention to detail



- Excellent communication and interpersonal skills
- Ability to handle sensitive and confidential information with discretion
- Comfortable working in a fast-paced, high-volume environment
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Employment is conditional upon the successful completion of a criminal record check.

If this opportunity sounds like a great fit for you, please apply today!

