

Job Posting:174320 - Position: W26 HRIS Analyst Co-op 174320 E1

Co-op Work Term Posted: 2026 - Winter
App Deadline 11/07/2025 09:00 AM
Application Method: Through Employer Website
Posting Goes Live: 10/24/2025 09:27 AM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Teck Resources Ltd.
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Winter
** Job Title ** W26 HRIS Analyst Co-op 174320 E1
Position Type Co-op Position
Job Location Vancouver, BC
Country Canada
Duration 8 months
Work Mode Hybrid
Salary Currency CAD
Salary 4000.0 per month for 0 Major List
Salary Range \$ CAD \$4,000 - \$5,100 per month
Job Description

Job Title: HRIS Analyst Co-op

Duration:?8 months

Positions Available: 2

Start Date:?January 5, 2026

About our **Vancouver Office**

Located in the heart of downtown Vancouver, between the Pacific Ocean and the Coast Mountains, Teck's Corporate Office sits in one of Canada's most culturally diverse cities.

Surrounded by world-renowned nature and globally inspired cuisine, the office brings together many of Teck's corporate functions - all working toward Teck's purpose of providing the essential resources the world relies on.

For this exciting position, we are specifically targeting students who have a background in Business Administration and Computer Science. If you are not currently located in the area of this co-op position, you must be willing to either commute or relocate to the surrounding area for the entire duration of the co-op term. You must also currently be a student enrolled in a Canadian post-secondary institution and will be enrolled throughout the duration of the co-op term (you will also be returning back to the post-secondary institution once the co-op term is completed). Proof of a valid work permit will also be required, if applicable.

Don't miss out on this opening to be part of one of Canada's leading mining companies and join our team!

Why consider Teck Resources Limited for your Co-op Placement?

At Teck, we offer more than just a job - we provide a comprehensive student experience comprised of relevant, hands-on work, vibrant social activities, extensive networking opportunities, and rich professional development. With captivating projects set against stunning backdrops, a culture of inclusivity and collaboration, and boundless opportunities to learn, grow, and have fun, joining us means embracing a fulfilling and dynamic co-op adventure.

In addition to excellent compensation, Teck co-ops receive a variety of advantages including but not limited to:

- Financial assistance to help with travel costs and co-op fees
- Opportunity to develop technical skills and gain practical experience while applying academic knowledge to real-world mining operations and projects
- Enjoy mentorship and guidance from experienced specialists in their respective fields
- Receive primary consideration for professional positions upon graduation

Key Responsibilities

- Be a courageous safety leader, adhere to and sponsor safety and environmental rules and procedures
- Uphold the application of HR policies, practices, and programs through ongoing maintenance and support of core HR systems
- Assist with investigating and solving data and systems issues, coordinating with end users, Information Technology and vendors
- Assist with performing data audits to ensure data integrity
- Demonstrate dedication to health, safety and sustainability
- Provide HRIS System project support including testing, reporting and preparation of user guides and training materials
- Assist with Dashboard and report Development

Pay Range: CAD \$4,000 - \$5,100 per month

The actual amount offered is determined based on the successful candidate's relevant experience, skills, and competencies and considers internal equity.

Why Teck

At Teck, your work matters-to the world, to our communities and to your future.

As a leading Canadian resource company, we focus on responsibly providing the metals essential for global development and the energy transition while caring for the people, communities and land that we love. We do this guided by our values that, together, form *The Teck Way*. At Teck, you'll find purpose-driven work, a culture of respect and inclusion, and the opportunity to grow your career while helping build a better world.

Apply with us

Take the next step in your career by applying for the **HRIS Analyst Co-op** role. We review applications on a rolling basis and encourage you to apply, even if your background doesn't match every requirement. We value diversity and are committed to an inclusive, barrier-free hiring process. Reasonable accommodations are available upon request.

Job Requirements

Qualifications

- Pursuing a Business (concentration in HR, Management Information Systems) or Computer Science degree
- Proficiency in English and Spanish is a requirement for this role
- Knowledge of building pragmatic solutions that can enable and improve business processes
- Motivated by data analysis and translating it into meaningful information and insight
- Interest to analyze data and apply critical thinking to resolve issues and suggest solutions and improvements

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? No

Special Application Instructions

Application Link:

https://jobs.teck.com/job/HRIS-Analyst-Co-op/52637-en_US

Please DO NOT use the Co-op footer (or header) for your resume and cover letter when applying for this job

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.