

Job Posting:174553 - Position: W26 Co-op/Intern AI & HR Process Excellence 174553

Co-op Work Term Posted: 2026 - Winter
App Deadline 10/30/2025 11:59 PM
Application Method: Through Employer Website
Posting Goes Live: 10/20/2025 11:56 AM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Kinaxis
Address Line 1 700 Silver Seven Road
City Ottawa
Postal Code / Zip Code K2V 1C3
Province / State ON
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Winter
** Job Title ** W26 Co-op/Intern AI & HR Process Excellence 174553
Position Type Co-op Position
Job Location Various Locations, ON
Country Canada
Duration 12 months
Work Mode Hybrid
Fully Remote
Salary Currency CAD
Salary Salary Not Available, 0 Major List
Job Description

Location

If in Ottawa, you must be in the office at least three days a week. Other Canadian Locations - Remote

About the Team

We are looking for a highly motivated and technically strong **AI & HR Process Excellence Intern** with expertise in Artificial Intelligence and training AI agents to help us reimagine how work gets done in HR. This intern will work closely with various HR stakeholders on the HR digitization journey by actively supporting the process reengineering, optimization leading towards process excellence to analyze current workflows, identify manual pain points, and design AI-enabled solutions to streamline and automate HR operations.

Here's your chance to actively contribute and make a difference in a dynamic setting by assisting us in developing smart, scalable processes that streamline operations and enhance employee experience.

This is a full-time, 12-month position, starting January 2026.

To be eligible for a Co-op or Intern position at Kinaxis, you must either be currently enrolled in full-time education or, if

you are a recent/upcoming graduate, your graduation date must be within 12 months of the placement end date.

What you will do

- Collaborate with HR teams to map out existing hire to retire processes (e.g., onboarding, offboarding, performance tracking, talent movement).
- Look for ways to use AI, machine learning, or smart agents to make tasks less manual or to boost efficiency and precision.
- Build and train lightweight AI models or agents (e.g., using LLMs or automation platforms) to test automation use cases.
- Create and test prototypes or process simulations to show potential ROI or time savings.
- Document findings and present clear recommendations, including technical feasibility and implementation considerations.
- Stay up to date with emerging trends in generative AI and HR tech applications.

Job Requirements

What we are looking for

- Candidates should be currently pursuing or have recently completed a degree in Computer Science, Artificial Intelligence/Machine Learning, Engineering, or a related field.
- Demonstrated experience in training or fine-tuning AI agents, as well as working with frameworks
- Strong proficiency in Python, along with familiarity with widely used machine learning and natural language processing libraries
- Candidates should possess a strong passion for integrating machine learning solutions, with a particular focus on identifying and implementing automation opportunities to enhance and streamline people processes. This enthusiasm should be matched by a commitment to improving the overall robustness of the user experience.
- Proven ability to deconstruct complex problems and communicate technical concepts clearly to stakeholders who may not have a technical background.
- A keen interest in understanding how people-centric processes operate is essential. While prior HR experience is not required, genuine curiosity about these processes will be highly valued.
- The ability to map out existing processes using workflow mapping tools and identify opportunities for optimization and transformation using advanced technologies is crucial.

What you will gain

- Practical experience applying AI in real-world business functions.
- Exposure to HR operations in a dynamic, high-growth company.
- Mentorship from both HR leaders and technical experts.
- The opportunity to shape how people and technology work together.

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Special Application Instructions

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Application Link: <https://careers-kinaxis.icims.com/jobs/33863/co-op-intern-ai-%26-hr-process-excellence/job>

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.