

Job Posting: 178464 - Position: S26 Intern Office Automation Analyst 178464B

Co-op Work Term Posted:	2026 - Summer
App Deadline	02/26/2026 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	02/19/2026 08:43 AM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	National Bank of Canada
City	Montreal
Province / State	QC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 Intern Office Automation Analyst 178464B
Position Type	Co-op Position
Job Location	Montreal, QC
Country	Canada
Duration	4 months
Work Mode	In-Person
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Job Description	

Attendance: On-Site

Job number: 30974

Category: Professional

Status: Internship 5 months

Schedule: Full-Time

Area(s) of interest: Internships and student jobs

Location(s): Montreal

An internship as a Senior Office Automation Analyst at National Bank means acting as an expert for Level 2 office support for National Bank users. This role allows you to have a positive impact on our organization thanks to your office automation skills, contributing to the implementation of new technologies.

Your job

- Provide Level 1 and Level 2 technical support to NBC users for all incidents and standard requests within predetermined timeframes to address user needs and implement the necessary fixes.
- Install applications, configure printers and peripherals on client PCs according to business requirements.
- Document all interventions and solutions related to incidents in our ticketing system while following up with users and business partners to ensure their needs are met.
- Participate in IT projects requiring Level 2 technical support expertise, working with other IT teams to resolve issues quickly.
- Keep up to date with technological developments to follow the evolution of systems, equipment, and software, and develop your skills and knowledge to increase your professional autonomy.

- Investigate our systems and follow up on installation issues, analyze logs, understand dependencies, sub-dependencies, prerequisites, and detection methods.

Your Team

Technology & Operations is a group of more than 5,500 experts working in an agile, proactive, and collaborative manner to seize opportunities, stay at the forefront of technology, and continuously improve processes.

Within the Vice-Presidency led by Stéphane Bérubé, you will work closely with the User Call Center teams, IT Shops, and Capital Markets. You will also collaborate with other sectors for integrations with the services currently offered through "Mes TI," as well as for updating our various documentation.

We aim to offer you maximum flexibility to support your quality of life.

The Bank values continuous development and internal mobility. Our personalized training programs, based on learning in action, allow you to master your role and develop new areas of expertise. Tools such as the Data Academy, language training, Harvard Learning Center, and coaching and mentoring support are available to you at all times.

Your benefits

In addition to competitive compensation, you'll be eligible for a wide range of flexible benefits to help promote your wellbeing and that of your family.

- * Health and wellness program, including many options
- * Group insurance
- * Generous pension plan
- * Employee and Family Assistance Program
- * Preferential banking services
- * Opportunities to get involved in community initiatives
- * Telemedicine service
- * Virtual sleep clinic

These are a few of the benefits available to you. We have an offer that keeps up with trends as well as your needs and those of your family.?

Our dynamic work environments and cutting-edge collaboration tools foster a positive employee experience. We actively listen to employees' ideas. Whether through our surveys or programs, regular feedback and ongoing communication is encouraged.

We're putting people first

We're a bank on a human scale that stands out for its courage, entrepreneurial culture, and passion for people.?? Our mission is to have a positive impact on peoples' lives. Our core values of partnership, agility, and empowerment inspire us,?and inclusivity is central to our commitments. We offer a barrier-free workplace that is accessible to all employees.?

We want our recruitment process to be fully accessible. If you require accommodation, feel free to let us know during your first conversations with us. We welcome all candidates! What can you bring to our team?

Job Requirements

Requirements

- Be a student in computer science or a related field with a completed high school diploma.
- Practical knowledge of office automation support and workstation configuration.
- Proficient in Microsoft environments, including collaboration tools and operating systems.
- Experience or knowledge of Active Directory, Azure Active Directory and desktop management tools.
- Show a keen interest in the evolution of technologies and continuous improvement of services.
- Ability to prioritise and manage emergencies as needed, occasionally, work after work hours and weekends if necessary.

Languages:

English, French

Reason to require this language: you will need to serve clients who speak a language other than French regularly.

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Special Application Instructions

APPLICATION LINK: https://emplois.bnc.ca/en_CA/careers/JobDetail/59935-ETUDIANT-STAGIAIRE-CADRE/30974

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.