

Job Posting:175118 - Position: W26 HR Automation & AI Intern (4-8 months) 175118B

Co-op Work Term Posted:	2026 - Winter
App Deadline	11/12/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	11/05/2025 02:41 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Hitachi Ltd.
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
 Job Title 	W26 HR Automation & AI Intern (4-8 months) 175118B
Position Type	Co-op Position
Job Location	Toronto, ON
Country	Canada
Duration	4 or 8 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	0.0 per hour for 0 Major List
Job Description	

R1010936

About Us

A career at Hitachi Rail will help create a legacy. With operations in every corner of the world, our work goes to the cutting-edge of digital transformation and technology. From the multi-cultural strength of our global organisation to the sustainable and innovative ways we work to bring people together, there's something for everyone to get stuck into. And that's where you come in.

Toronto, Ontario, Canada (Hybrid)

Internship Duration: January 2026 - April or August 2026 (4-8months)

Supports the HR department in developing and deploying AI-powered agents using Microsoft Copilot Studio. The intern will assist in designing conversational flows, integrating agents with Microsoft Teams, and documenting use cases to enhance HR service delivery.

Key Accountabilities

- Collaborate with HRIS and HR team members to identify automation opportunities.
- Design and build Copilot Studio agents for HR use cases (e.g., onboarding, FAQs, leave requests).
- Develop supporting scripts that will enhance/automate current HR infrastructure

- Connect agents to Microsoft Teams, SharePoint, and other integrated tools.
- Document agent workflows, prompts, and feedback loops.
- Assist in testing, refining, training HR team and publishing agents in a secure environment.
- Participate in AI Roundtable sessions and contribute to innovation discussions.

Thank you for your interest in Hitachi Rail. If your application is of interest, we will be in contact. Please do not hesitate to discover more about us and our latest jobs at <https://www.hitachirail.com/careers>.

At Hitachi Rail, there is a place for everyone. We welcome and value differences in background, age, gender, sexuality, family status, disability, race, nationality, ethnicity, religion, and world view. It is our commitment to create an inclusive environment - we are proud to be an equal opportunity employer.

We would be delighted if you would be one of our followers at <https://www.linkedin.com/company/hitachirail>.

Job Requirements

Key Requirement

- The successful candidate should be working towards a Bachelor's degree from an accredited university or college in Business Information Technology, Computer Science, or a related field.
- Scripting (Python, Groovy, Powershell, etc.), automation
- Strong written communication and analytical skills.
- Familiarity with Microsoft 365 tools (Teams, SharePoint, Outlook).
- Interest in conversational AI, automation, or HR technology.
- Ability to work collaboratively in a fast-paced environment.
- Experience with Virtualisation (VmWare, AWS, Azure, Google Cloud, etc.)
- Experience with Power Platform (Power Automate, Power Apps).
- Exposure to chatbot platforms or Copilot Studio.
- Basic understanding of prompt engineering and user experience design.
- Able to work full-time hours (40 hours per week) and open to being in the office at least two days per week, with flexibility depending on team needs

Preferred Qualification

- Familiarity with JSON, APIs, or scripting languages is a plus.

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://gtsgbu.wd3.myworkdayjobs.com/Careers/job/Toronto/HR-Automation---AI-Intern--4-8-months-_R1010936

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.