



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$16 billion is actively managed in-house by 95 employees for the CN Pension Plan's approximately 49,800 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

Position: Coordinator, Project Planning and Communications (12-month contract)

Current Opportunity

Reporting directly to the Manager, Communications and Office Services, the candidate collaborates with the IT team on different initiatives and is responsible for supporting the digitalization as well as various aspects of the Business Continuity Plan (BCP). The candidate will also participate in various Division projects such as Cloud migration and our corporate Intranet. You will be a direct liaison with appropriate departments and working groups.

As the ideal candidate, you are a strong team player with great creativity and the ability to generate new ideas. You have excellent communication and interpersonal skills, are self-motivated, flexible, and have an excellent work ethic. You have strong planning and organizational skills with an ability to execute projects within deadlines while ensuring high-quality delivery.

Primary Responsibilities

- Promote digitalization with a focus on increasing productivity of the teams across the Division
- Responsible for updating BCP documentation and distributing it to key personnel
- Work in partnership with internal IT group for consistent execution of BCP
- Implement all or part of the plans and procedures to ensure business continuity, and present event reports to Executive Liaison as required
- Collaborate on various Division projects such as: Microsoft 365, intranet, and office services
- Assist in coordinating resources for various projects
- Act as a liaison between appropriate departments and the IT team
 - assist in identifying and supporting the development and implementation of new tools and data management
 - organize related learning sessions focusing on the user experience for various teams across the Division
- Identify and support the development and implementation of new types of tools and data management for various teams across the Division including creating and updating instructions and documentation
- Document and perform research to develop and/or update different processes
- Write a variety of different content to support internal and external communications
- Collaborate in the production, coordination, and translation of various internal and external communications

- Assist the Communications team in developing and implementing a communications strategy designed to further company objectives
- Monitor analytics and create reports detailing the successes and failures of various projects
- Stay up to date on industry trends and make recommendations for adjustments to processes and practices

Professional Requirements

- DEC in office automation or the equivalent
- Minimum of five years of relevant experience
- Advanced experience with Microsoft 365 tools and apps, and established software
- Advanced presentation design skills
- Good knowledge in social media
- Bilingual (French and English)

Desirable Skills and Aptitudes

- Excellent interpersonal and communication (verbal and written) skills
- Excellent organizational skills; coordinates multiple/overlapping projects and meets deadlines
- Ability to carry out and prioritize various responsibilities in a timely and efficient manner
- An analytical mind and ability to think critically
- Ability to work both independently and as part of a team
- Ability to work with employees at all levels, gauging their requirements and understanding their needs
- High attention to detail
- Great creativity and ability to generate new ideas

If this position sounds like you, we would love to hear from you! Please send your application by June 28, 2024 via email to jobs@cnid.ca. The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.