



<https://jobzfrica.co.za/job/canyon-coal-internships-2/>

Canyon Coal: HR Internships 2026/27 New Application

Description

Canyon Coal is seeking highly motivated and passionate individuals to join our HR Internship program. This program is designed to provide hands-on experience in various aspects of Human Resources, offering interns exposure to the dynamic and fast-paced environment of the mining industry. The HR Interns will work closely with experienced professionals, gaining practical skills and knowledge to build a strong foundation for their future careers.

Responsibilities

1. **Recruitment and Onboarding:**
 - Assist in the recruitment process, from sourcing candidates to conducting initial interviews.
 - Support the onboarding process for new employees, ensuring a smooth transition into the organization.
2. **Employee Relations:**
 - Work closely with HR professionals to address employee queries and concerns.
 - Assist in the implementation of employee engagement initiatives.
3. **Training and Development:**
 - Contribute to the planning and coordination of training programs.
 - Assist in tracking employee development progress.
4. **HR Administration:**
 - Support day-to-day HR activities, including maintaining personnel records and databases.
 - Assist in the preparation of HR reports and documentation.
5. **Compliance and Policies:**
 - Gain exposure to HR compliance requirements and assist in ensuring adherence to policies and procedures.
 - Participate in initiatives to enhance HR processes and practices.

Qualifications

- Currently enrolled in a relevant undergraduate or postgraduate program in Human Resources, Business Administration, or a related field.
- Strong interpersonal and communication skills.
- Ability to work collaboratively in a team-oriented environment.
- Proactive and eager to learn with a genuine interest in Human Resources.

Job Benefits

- Hands-on experience in a dynamic HR environment within the mining industry.
- Mentorship and guidance from experienced HR professionals.
- Networking opportunities within the mining sector.
- Potential for career advancement based on performance.

Hiring organization

Canyon Coal

Employment Type

Intern

Duration of employment

3 Months

Industry

Mining

Job Location

Bronkhorstspuit, Gauteng, South Africa, 1020, Bronkhorstspuit, Gauteng, South Africa

Working Hours

09

Date posted

June 19, 2026

Valid through

14.02.2028

Contacts

1. Prepare Your Application:

- Update your resume to include your educational background, relevant coursework, and any relevant work or volunteer experiences.
- Write a compelling cover letter that highlights your interest in the HR Internship position, outlines your relevant skills, and explains why you are an ideal candidate for the role.

2. Submission:

- Combine your resume and cover letter into a single PDF or Word document.
- Save the document with a filename that includes your full name (e.g., "YourFullName_HRInternship_Application").

3. Compose an Email:

- Open your email application and compose a new email.
- In the subject line, write: "Canyon Coal HR Internship Application – [Your Full Name]."

4. Attach Documents:

- Attach the prepared PDF or Word document containing your resume and cover letter to the email.

5. Write a Brief Email Message:

- In the body of the email, introduce yourself briefly and express your interest in the HR Internship position.
- Mention any specific qualifications or experiences that make you a strong candidate.

6. Provide Contact Information:

- Include your phone number and an alternative email address in case the company needs to reach you.

7. Send Your Application:

- Double-check that all attachments are included.
- Click the "Send" button to submit your application.