https://internshipca.online/job/atria-retirement-canada-internships/

Atria Retirement Canada Internships 2026 Apply Here

Hiring organization
Atria Retirement Canada

Employment Type
Intern

Duration of employment
3 Months

Industry
Real Estate

Job Location
Winnipeg, Manitoba, Canada, R2C, Winnipeg, Manitoba, Canada

Working Hours
09

Date posted
August 15, 2026

Valid through
27.12.2026

Description

We are seeking a passionate and motivated Operations Intern to join our team at Atria Retirement Canada. This internship offers a unique opportunity to gain hands-on experience in the operations of our senior living communities. The Operations Intern will work closely with various departments, assisting in daily operational tasks, contributing to projects, and gaining valuable insight into the management of a successful retirement community.

Responsibilities

- Collaborate with the operations team to support daily community activities and ensure smooth functioning.
- Assist in administrative tasks, including documentation, data entry, and filing systems.
- Participate in community events, assisting with coordination, setup, and engagement.
- Shadow and learn from different departments such as hospitality, facilities management, and resident services.
- Contribute ideas and insights to ongoing projects aimed at enhancing resident experience and operational efficiency.
- Conduct research and analysis to support operational improvement initiatives.
- Maintain clear communication and develop strong relationships with team members and residents.

Qualifications

- Currently pursuing a Bachelor’s degree in Business Administration, Hospitality Management, or a related field.
- Strong organizational skills with keen attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to multitask and thrive in a fast-paced environment.
- Eagerness to learn and contribute innovative ideas.
- Compassionate and respectful attitude towards seniors.

Job Benefits

- Hands-on experience in the operations of a renowned senior living community.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities within the organization.
- Potential for growth and future career opportunities within Atria Retirement Canada.

Contacts

1. **Prepare Your Application Materials:**

- Update your resume to highlight relevant coursework, skills, previous experience (if any), and any extracurricular activities related to the field.
- Craft a compelling cover letter expressing your interest in the internship, explaining why you are a suitable candidate, and how you can contribute to Atria Retirement Canada.

2. **Review the Job Description:**
   - Read through the internship job description carefully to understand the responsibilities, qualifications, and application instructions.
3. **Application Submission:**
   - Send your application materials (resume and cover letter) via email to the specified email address provided in the job description. Ensure that your email subject clearly states the position you're applying for (e.g., "Application for Operations Internship – Atria Retirement Canada").
4. **Tailor Your Application:**
   - Customize your cover letter to emphasize why you're interested in interning at Atria Retirement Canada. Highlight relevant experiences, skills, and attributes that align with the internship's requirements.
5. **Follow Application Instructions:**
   - Pay attention to any specific instructions mentioned in the job description regarding application deadlines, required documents, or additional information requested.
6. **Double-Check Your Application:**
   - Proofread your resume and cover letter to ensure they are free from grammatical errors, typos, and formatting issues. A well-presented application reflects professionalism and attention to detail.
7. **Submit and Follow Up:**
   - Once you've submitted your application, allow some time for the hiring team to review it. If there's a specified application deadline, be mindful of it.
   - If you haven't received a confirmation of receipt within a reasonable time frame, consider sending a polite follow-up email to inquire about the status of your application.
8. **Prepare for Potential Interviews:**
   - If your application is successful, you might be contacted for an interview. Prepare by researching Atria Retirement Canada, understanding their values, and being ready to discuss how your skills and experiences align with the internship role.