

**Gradworks Internship Number: 423**

Company Name: SGI  
Location: Regina  
Number of openings: 1  
Wage: \$3,224 (Monthly)  
Resume Deadline: May 7, 2009 by 4:00 PM  
Start Date: June 16, 2009  
End Date: June 15, 2010

**Gradworks Intern Development Program**

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

**Internship Information – Research Officer 1**

The Research Officer 1 undertakes multiple projects of simple to moderate complexity or significance, to conduct strategic business analysis and competitor analysis on a project basis. The result of the work is reported to members of senior management.

**Responsibilities:**

- Apply and recommend appropriate analytical methodologies
- Investigate published and unpublished information sources
- Conduct internal interviews
- Provide business analysis and conduct competitive intelligence processes and analysis
- Simple to moderately complex analyses will be produced to support strategic business decisions

**Qualifications:**

- A university degree, preferably B. Commerce or B. Administration, and have an ability to deliver projects.
- A two-year diploma in commerce or administration in combination with prior research work experience will be considered.
- Knowledge of general business and various analytical methods and techniques used in business and/or competitor analysis
- Professional working level application of web browsers and office software applications
- Ability to think strategically, define issues and problems, analyze and correlate information, identify and assess potential solutions and associated risk, and draw final conclusions and recommendations
- Excellent interpersonal and oral communication skills
- Good written communication skills required to develop reports and present recommendations
- Working level skill in project planning and organizing
- Working level skill to manage multiple tasks and work independently to deliver results within defined time constraints
- Proven ability to maintain high confidentiality of information
- Proven ability to develop and maintain effective working relationships including the ability to partner and/or network with internal/external contacts

**Additional Information:**

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women.

**How To Apply:**

Please apply through the Gradworks website at [www.gradworks.ca](http://www.gradworks.ca) using your online cover letter and resume, including references.

**Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.**

**Contact Information:**

Toll free (877) 789-4723  
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