

Gradworks Internship Number: 429

Company Name: SaskTel
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 – Assistant Project Manager

Assist with the review, coordination, and evaluation of project management work. Assists with reviewing current processes and policies and assist with identifying process improvements for projects and the department.

Responsibilities:

- Assist with the review, coordination, and evaluation of project management work.
- Assist with reviewing current processes and policies and assist with identifying process improvements for projects and the department.
- Assist with the tracking and monitoring of metrics.

Qualifications:

Certificate, Diploma or Degree Electrical Engineering, Computer and Mechanical.

- Experience in written and verbal communication.
- Organizational and project management skills.
- Nice skills to have for this position are:
 - Written & verbal communication skills
 - Leadership
 - Problem solving/Decision Making
 - Customer Orientation
 - Confidentiality
 - Initiative
 - Analytical

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 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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Website: www.gradworks.ca