

Gradworks Internship Number: 430

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 – Project Management Administrator

The Project Management Administrator will administer project management tools & software within the project life cycle – in consultation with the Project Manager. Provide clear, accurate & detailed reporting within the Marketing Project Management Office. Create customized tools, methods &/or processes to support & develop the MPMO organization. Work with cross functional teams to achieve project goals while adhering to Project Scope, Cost & Timeline.

Responsibilities:

- Analyze available information to create accurate & timely communications & reporting
- Create, Manage & Update project documentation, including Plans, Schedules, & Reports
- Research best practices for project administration & portfolio management processes
- Assist in managing the project life cycle

Qualifications:

Post-secondary education in Business Administration, Commerce, English, Computer Science or Marketing

- Strong interpersonal & negotiation skills
- Efficient written & oral communication skills
- Excellent organizational skills
- Thorough knowledge of computers & applications including MS Excel, MS Word, MS Project, MS PowerPoint would be preferred
- Effective Analytical, Decision Making & Problem Solving Skills
- Knowledge of PMBOK & Project Management Methodology would be an asset
- Natural Leadership Ability & Team Oriented
- Confidentiality

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
Phone (306) 787-3639
Email: gradworks@cicorp.sk.ca
Website: www.gradworks.ca