

Gradworks Internship Number: 439

Company Name: SaskTel
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: July 9, 2009 by 4:00 PM
Start Date: August 17, 2009
End Date: August 16, 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 Security Manager

The Assistant Security Manager will assist with the review, development, implementation and evaluation of existing programs and policies. Assist with developing and implementing new awareness programs for SaskTel. Assist with reviewing current processes and policies and assist with identifying process improvements for the department.

Responsibilities:

- Works with the department - in evaluating current programs.
 - Assists with developing and implementing awareness program
 - Assists with developing and reviewing current Security policies/programs
 - Assists with department process improvement. This includes identifying areas of operational efficiency.

Qualifications:

Degree in Business Administration/Commerce with a focus in Marketing and Computer Science.

1. Experience in written and verbal communication.
2. Experience in writing, editing, visual design and production management; experience producing and evaluating a variety of communication media, including intranet, print, electronic, audio/visual and face-to-face, to deliver business results.
3. Organizational and project management skills.
4. Nice skills to have for this position are:
 - a. Written & verbal communication skills
 - b. Leadership
 - c. Problem solving/Decision Making
 - d. Customer Orientation
 - e. Confidentiality
 - f. Initiative
 - g. 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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Email: gradworks@cicorp.sk.ca
Website: www.gradworks.ca