

Gradworks Internship Number: 441

Company Name: SaskEnergy
Location: Saskatoon
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 – Business Supervisor

SaskEnergy is Saskatchewan's natural gas distribution company, a provincial Crown Corporation with roots in a half century in Saskatchewan. SaskEnergy delivers the benefits of safe, convenient and environmentally friendly natural gas to more than 325,000 residential, farm, commercial and industrial customers throughout Saskatchewan. This position reports to the Business Manager and is accountable for supporting business activities of the area related to the acquisition and maintenance of customers. This position is responsible for business decisions, implementing customer, business and customer solutions initiatives while maintaining high levels of customer service.

Responsibilities:

- Assist in the management of all the area business office activities, new customer acquisitions and work request administration.
- Resolve or assist in the resolution of customer problems, inquiries or complaints, promoting a positive corporate image while dealing with matters of a sensitive nature.
- Assist in the preparation, implementation and communication of business plans and financial management practices of the area.
- Assist Customer Solutions in the delivery of their programs
- Represent SaskEnergy at public events as required
- Comply with any and all applicable corporate standards, policies, practices and legislation and regulatory requirements.

Qualifications:

University degree in Business Administration, Commerce or Social Sciences

- Demonstrated computer skills including word processing, spreadsheet and presentation applications (Microsoft Office)
- Ability to work independently as well as within a team environment using excellent interpersonal skills to establish and maintain relationships with a diverse group of individuals
- Ability to analyze and exercise sound judgment and initiative
- Excellent written, group and oral communication skills
- Strong leadership skills

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:

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Website: www.gradworks.ca