

Gradworks Internship Number: 443

Company Name: SaskEnergy
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 – Records Management & Information Resource Analyst

The candidate will be in the Corporate Support Division and will have the opportunity to become familiar with technology, servers, administration, budget, legal contracts, software licensing, purchasing and corporate requirements within our organization. They will be exposed to other departments in the company and will develop a good understanding of records developed for all the divisions.

Responsibilities:

- Contribute to the planning, development, organizing and implementation of our corporate records management program including all elements required for documents and electronic information retention & disposal.
- Support and assist department leads with the data collection and classification preparation for all records and implement an ongoing process for records management function in their areas
- Organize, classify, and maintain records from internal and external sources in various mediums, into our corporate records management classification schedule.
- Research, provide recommendations, and prepare internal documentation for ongoing employee training, communications and newsletters.
- Assist with development of power point presentations, brochures, and research information for various internal communication purposes.
- File, retrieve, inventory, image documents and label records with the intent of training employees in departments for ongoing records management process.
- Promote information sharing opportunities and a positive approach to records management within the organization.
- Develop a network of internal and external communication sources and organizations to ensure a current understanding of records information management and industry issues.
- Comply with any and all applicable Corporate standards, policies and practices and legislation and regulatory requirements.

Qualifications:

University degree, diploma, or certificate in a related field such as Certified Records Manager (CRM), or Business Administration, Computer Science, or Library Technician, with experience in or a high interest in the profession of records and information management.

- Superior analytical skills with proficiency in computer applications software and a good working knowledge of computer technology.
- Excellent interpersonal skills with the ability to exercise judgment with internal customers and records management relative to classification, research and filing systems.
- Excellent written, group and oral communication skills.
- Strong organizational skills with the ability to handle multiple tasks.

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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