

Gradworks Internship Number: 446

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 – Corporate Services Manager

By acquiring a thorough and proactive understanding of SaskTel Holdco's strategic direction, and enabling programs and projects, responsible for the due diligent worldwide sourcing, acquisition and fulfillment of affordable products and services in the most cost-effective and efficient manner enabling the holdco to successfully serve its customers. Responsible for ensuring that procurement processes provide value to the Corporation including direct financial savings and desired quality realized through effective purchasing negotiation and contract management while sustaining the Corporation's reputation for fairness and equity, and while complying with all policies, practices, applicable legislation and regulatory requirements. Responsible for continuously providing and sustaining a positive work environment to ensure optimum individual and team performance by providing value add mentorship, performance management, and recognition.

Responsibilities:

- Responsible to protect and enhance the image and integrity of SaskTel with all its publics by exemplifying ongoing conduct befitting a representative of the Corporation. Ensures all Procurement activities are professionally conducted in accordance with Corporate Purchasing Policies and the Code of Ethics of Purchasing Management Association of Canada (PMAC) and/or National Institute of Governmental Purchasing (NGIP).
- Responsible to acquire and sustain a current and strong understanding while actively participating and contributing to the Corporation's significant projects and programs particularly with respect to customer affecting initiatives and the requisite resources and budget constraints.
- Assists with maximizing SaskTel's profitability through strategic management of vendor alliances and business partnerships, maintain a strong presence in the community, increase awareness of SaskTel for present and future supplier opportunities, promote and maximize Saskatchewan Content, and to research, develop and sustain a healthy and wide range of diverse and competent supply base.
- Responsible for the implementation, enhancement and effective utilization of a Vendor Relationship Management (VRM) service strategy that will provide excellence in quality. Maintains and sustains a healthy vendor quality management program.
- Responsible for the optimization of inventory held utilizing such methodologies as Vendor Managed Inventory [VMI]), and to anticipate and ensure the Procurement requirements for the Corporation and all of its subsidiaries are met through the acquisition of products and/or services with due consideration to such parameters as prevailing and anticipated market conditions, availability, pricing, logistics, etc., to leverage and optimize the overall best value in the purchase transaction utilizing various procurement techniques and through direct vendor involvement, communication and negotiation with the Vendor.
- Assists with ensuring the "Life-Cycle Management" of products. Coordinates the post-deployment requirements for returns, refurbishment and re-deployment of products. Ensure all product disposal meets environmental standards to preserve SaskTel's image.
- Responsible to provide direction to internal SaskTel and subsidiary customers in developing efficient and effective product and service specifications. Ensures written specifications are adhered to during the evaluation and awarding of the contract to protect the integrity of the decision and award process and uphold SaskTel's image.
- Responsible for planning and organizing the development of Requests for Proposal (RFP), Requests for Information (RFI), Requests for Quote (RFQ) and Tender/Contracts; coordinates development of bid and selection

procedures; contract/purchase order preparation and awarding of contracts.

- Responsible for 1) maintaining all Corporate master contract documentation, 2) reviewing all supplier third party contracts, and 3) for the development of legal documentation between our Corporate business units and suppliers to ensure value proposition in our relationships, appropriate delivery terms, including customs and logistics instruction are utilized, and that legal and financial risks are mitigated, in conjunction with Corporate Council.
- Responsible for researching new leading edge technologies and responsible to implement new processes to maximize efficiencies with external suppliers and SaskTel and all of its subsidiaries.
- Establishes internal systems and procedures to ensure the procurement of required goods and services and ensures adherence to appropriate cost, quality and delivery requirements.
- Responsible for providing direction to enhance efficiencies in the development of business processes including but not limited to SAP; Material Management, Finance, External Services modules and other information systems. Implements plans and initiatives to sustain continuity through back-up strategies and documentation.
- Responsible to respond, in a timely and accurate manner, to information/reporting requirements from CIC, Regulatory Affairs, Finance, Audits, Executive, Board of Directors, etc.
- Ensures optimum individual and team performance, back-up and healthy succession through selecting, developing, delivering on all aspects of the PFE process, providing recognition and feedback, and motivating personnel.

Qualifications:

- University Degree, Diploma or Certificate in Business Administration or Commerce
- Able to display broad conceptual skills and ability to integrate numerous activities while working across divisions and/or functional areas would be an asset
- Written & verbal communication skills
- Problem solving/Decision Making
- Flexibility
- Customer Orientation
- Confidentiality
- Initiative

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