

**Gradworks Internship Number: 452**

Company Name: SaskEnergy  
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 – Customer Solutions Assistant**

**Responsibilities:**

- Build effective relationships with customer, business, and community contacts to promote and seek input on existing or evolving products and services.
- Prepare, format, distribute and/or proofread correspondence, presentations, graphs, reports, memos, forms and other department documents.
- Provide coverage for department Senior Administrative Assistant.
- Initiate special projects and partnerships to promote SaskEnergy's services and additional uses of natural gas.
- Assist with administration of SaskEnergy customer programs and services offered, working closely with program partners, SaskEnergy employees and customers. This includes:
  - Administering program processes, procedures and reporting requirements.
  - Program delivery with Key Account and Customer Service employees.
  - Create and develop supporting materials and information.
- Monitor program uptake, maintain records, process applications and rebates, ensuring all reporting standards, invoicing and contract obligations are met.
- Research, analyze and communicate program results.
- Participate and assist with coordination of community events such as United Way Annual Employee Campaign and Day of Caring, Share the Warmth Home Energy Efficiency Project and other community initiatives.
- Research, develop and implement online web survey.
- Assist with maintenance and enhancement of SaskEnergy's website and intranet. This includes:
  - Monitor web content, links and materials ensuring content is up-to-date.
  - Develop, write and coordinate website updates.
  - Coordinate internal employee photo contest for use on SaskEnergy website.
- Write, design and coordinate production of newsletters, information items, energy efficiency editorials, marketing and program literature.
- Assist with advertising campaigns and signage.
- Assist Customer Solutions Team with special projects, including market research.
- Comply with any and all applicable Corporate standards, policies, and practices and legislation and regulatory requirements.

**Qualifications:**

Degree in Business Administration or Commerce with an emphasis on Marketing.

- Previous customer service experience would be an asset.
- Excellent written, oral and group communication skills.
- Strong organizational skills with proven ability in handling multiple tasks, being innovative and flexible in a changing environment.
- 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.
- Proficient analytical skills as well as demonstrated ability to analyze issues and exercise judgment and initiative when responding to customer needs or inquires.
- Strong computer skills including word processing, spreadsheet, survey and presentation applications.



- Valid driver's license required. Mileage allowance will be paid.
- Travel away from headquarters may be required, including overnight stays

**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](http://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](mailto:gradworks@cicorp.sk.ca)

Website: [www.gradworks.ca](http://www.gradworks.ca)