

Gradworks Internship Number: 453

Company Name: SOCO – Innovation Place
Location: Saskatoon
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 – Business Services Analyst

Saskatchewan Opportunities Corporation owns and operates Innovation Place, one of the most rapidly growing, and most successful, university related research parks in North America, along with the Regina Research Park and the Saskatchewan Forest Centre in Prince Albert. Innovation Place is adjacent to the University of Saskatchewan and builds on the strengths of the University in agriculture, information technologies, resources and the life sciences, as well as the strengths of the Federal and provincial agencies either in or immediately adjacent to Innovation Place. The Regina Research Park is adjacent to the University of Regina. SOCO's role is to supply facilities, on a commercial basis, to support the research and development community in Saskatchewan.

Responsibilities:

- Research: Undertake research of financial and market forces that affect the business units; Present findings in report format for consideration and analysis.
- Plan development & Budgeting: Assist with development of business and marketing plans for the business units, including report writing; Assist with the production of financial reports and forecasts.
- Business and investment analysis: Review opportunities, undertake appropriate research and provide summaries and recommendations.
- Financial analysis: Review, analyze and summarize monthly financial statements for the business units.
- Other duties as assigned.

Qualifications:

Post secondary education in Economics, Commerce/Business Administration with a focus on finance, accounting or marketing.

- Ability and experience in financial statement analysis, internet based business research and report writing.
- Extensive computer skills in MS Office (especially Word and Excel). Some experience in web site management would be an asset.
- Strong written, verbal and interpersonal communication skills.
- Strong organizational skills with proven ability in handling multiple tasks
- Ability to be innovative and flexible in a changing environment.
- Research, analytical and problem solving skills are essential.

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