

**Gradworks Internship Number: 456**

Company Name: SaskTel  
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 – Assistant Tactical Process Planner**

Assistant Tactical Process Planner will utilize process management software, tools and processes in consultation with the Tactical Planners and team members for the purpose of ensuring that project deliverables and timelines are met. To provide clear, accurate and detailed communications within the project team and within the department. To apply knowledge of process management in the skilled use of process management software. To use, create and/or customize methods, processes and templates consistent with process management methodology, taking the needs of the clients, the project scope and corporate guidelines into consideration.

**Responsibilities:**

- Analyzes available information to create accurate process flows that are distributed to Tactical Planners, project team members, clients.
- Creates and carries out detailed plans to identify sequence, duration, schedule, and control changes to the specific activities required to produce project deliverables.
- Investigates and analyzes project risks, must clearly understand project deliverables and parameters in order to identify possible gaps.
- Creates and customizes project cost estimates detailing work effort, resource allocation and budget results.
- Organizes and participates in team planning, work sessions and status meetings.
- Ensures that the Tactical Planner and clients have the appropriate access to process tools and information.
- Researches, defines business function and client requirements for various projects and initiatives.
- Researches best practices for process administration, monitors and prepares processes.

**Qualifications:**

Post secondary education in Business Administration.

- Thorough knowledge of personal computers and software applications related to administration and Project Management, specifically MS Word, Excel and PowerPoint.
- Proficiency in written communications; demonstrated ability to write clear, concise project memos, reports and presentations.
- Demonstrated ability to analyze data to determine trends and situations relevant to the time and cost.
- Good organizational skills in order to set priorities in order to meet deadlines and client demands.
- Working knowledge of BPM would be an asset. Proficient with Excel, Word, Power Point.
- Must have excellent communication skills, both written and verbal.
- High tolerance for stress.
- Effective negotiation skills.
- Ability to work independently to a specified time line.
- Ability to take initiative where/when required.

**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:**

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