

Gradworks Internship Number: 472

Company Name: ISC
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: September 10, 2009 by 4:00 PM
Start Date: October 16, 2009
End Date: October 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 –ISC HR Analyst

Responsibilities:

- There will be a focus on Total Rewards research, analysis and support.
- The successful incumbent will also focus on supporting the Collective Bargaining process with research, analysis and documentation. Other experienced to be gained includes facilitating recruitments and planning diversity initiatives.

Qualifications:

Must possess a diploma/degree in Business/Commerce with a focus in Human Resources.

- An excellent communicator and customer focused
- Able to organize priorities of multiple tasks while adapting to changing circumstance and meeting deadlines, in a fast paced environment
- Thorough and attentive to detail to perform research and analysis
- Innovative, reliable and flexible thinker and show initiative in a constantly changing environment
- Team player that interacts positively with colleagues, employees and manager
- Demonstrated computer skills, including word processing, spreadsheet, database and presentation applications

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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