

Gradworks Internship Number: 473

Company Name: SaskEnergy
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 – SaskEnergy CIS Program Administrator

Responsibilities:

- Prepare, format, distribute and/or proofread correspondence, presentations, graphs, reports, memos, forms and other project documents
- Analyze available information to create accurate & timely communications and reporting.
- Create, manage and update project documentation.
- Assist with administration of CIS Program projects & services offered, working closely with the Program/Project Managers & core project team members. This includes:
 - Administering program processes, procedures and reporting requirements.
 - Create and develop supporting materials and information.
 - Delivery of training on program processes.
 - Assist in the monitoring of program progress by maintaining status & time reporting, ensuring all reporting standards are followed, & invoicing obligations are met.
 - Coordination of on-boarding and off-boarding activities for team members during project transitions.
- Participate & assist with coordination of events such as vendor demonstrations, site visits, video conferencing & other project initiatives.
- Assist with maintenance and enhancement of the CIS Program's sharepoint site. This includes:
 - Monitor content, links and materials ensuring content is up-to-date.
 - Develop, write and coordinate updates.
- Assist with Program communications by providing clear, accurate and detailed reporting to the Project Delivery Office.
- Assist CIS Program Team with various tasks, including analysis, validation, documentation of business processes & system dependencies.
- Comply with any and all applicable Corporate standards, policies, and practices and legislation and regulatory requirements.

Qualifications:

Business Administration/Commerce with an emphasis on Marketing or Computers

- 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.
- Thorough knowledge of computers and applications including MS Excel, MS Word, MS Project, MS PowerPoint and MS Visio would be preferred.
- Familiarity with Accounting concepts would also be preferred.
- Valid driver's license required. Mileage allowance will be paid.

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
Phone (306) 787-3639
Email: gradworks@cicorp.sk.ca
Website: www.gradworks.ca