

**Gradworks Internship Number: 476**

Company Name: SGI
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: September 28, 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 & 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 & 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 & be eligible to work in Canada.

Internship Information – SGI Human Resources Clerk**Responsibilities:**

- Manage the administration of training programs offered through Learning & Organizational Development.
- Distribute all e-Learning modules offered through Learning & Organizational Development.
- Manage or assist with ad hoc projects in Learning & Organizational Development, such as new training programs.
- Updating procedures as projects are implemented.
- Perform other related duties, as required, in Learning & Organizational Development.

Qualifications:

- Preference will be given to candidates with a Diploma or Degree in Business Administration/Commerce with a concentration on human resources.

- Working level knowledge of filing i.e. basic organization, common methodology, filing/retrieving application, follow-up files, using filing tools, recognize different types of filing systems & accurately file additional entries into them.
- Working level skill in telephone etiquette i.e. answering phones, communication, customers, handling the call, listening, professionalism, telephone personality, & terminology.
- Working level knowledge of coding i.e. use simple codes accurately.
- Working level skill in forms completion, i.e. select facts from a block of information & correctly record them on a form.
- Working level skill in reading comprehension i.e. understand written directions.
- Working level skill at proofreading i.e. check names & numbers accurately; read, recognize & mark corrections.
- Working level knowledge of arithmetic computation, decimals, fractions, percentages, problem solving with arithmetic, ratio & proportion, & statistics & graphs.
- Working level knowledge of computer fundamentals i.e. personal computer using corporate software for business requirements addressing but not limited to: file management, electronic mail, Windows, etc.
- Working level skill to plan, review, & follow-up to prioritize tasks & responsibilities. Planning must be done to handle deadlines, peak periods and/or unexpected situations
- Working level oral communication skills & tact to clarify, discuss or explain information of a more detailed or specialized nature.
- Working level written communication skill to prepare written material based on a predetermined format which may include straight forward correspondence, memos, reports, etc.

Additional Information:

The Gradworks Program supports the values of workplace diversity & employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority & women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter & resume, including references. **Your application will not be considered unless you have submitted both a cover letter & 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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Website: www.gradworks.ca