

**Gradworks Internship Number: 479**

Company Name: SGI  
Location: Regina  
Number of openings: 1  
Wage: \$3,224 (Monthly)  
Resume Deadline: November 5, 2009 by 4:00 PM  
Start Date: December 16, 2009  
End Date: December 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 –SGI Permit Office Representative 1**

This is a technical opportunity involving a specialized Auto Fund Division function relating to the issuance of transportation permits for clients in the trucking, bus, farming, construction and oil industries. Interns are required to make decisions in accordance with prescribed policies and procedures in which special conditions apply. Work is performed according to general direction where discretion and judgment are exercised. Work results must adhere to technical, industry, or professional standards and conform to organizational policy where some interpretation of their application may be required. Decisions made impact activities within defined programs, projects or services and influence the approaches used to achieve the work group's established objective. Work problems involving any departure from policies and/or procedures are reviewed with a more senior staff member for final decisions; otherwise, work is finalized independent of review.

**Responsibilities:**

- Determines permit type, calculates applicable fees and refunds, and advises permit conditions
- Answers straightforward inquiries and provides information to the public and employees relating to Acts, Regulations, agreements and policy rulings regarding legal weights, permit weights, and dimensions.
- Processes motor vehicle licensing products including emergency renewal of driver's licences, vehicle registrations, and 24 hour permits in accordance with established procedures and schedules.
- Runs basic daily processes through the automated permit system including journaling and posting of permits as well as permit adjustments.
- Inputs data and/or makes inquiries using computer system(s).
- Gathers necessary data and information to answer inquiries from internal and/or external persons including law enforcement.
- Verifies accuracy of completed permit forms.
- Performs general clerical duties including stuffing envelopes, boxing files, and adding attachments to annual permits.
- Accepts payments for accounts.
- Performs related duties as assigned.

**Qualifications:**

Post secondary education in Business Administration/Commerce or completion of any certificate, diploma or bachelor degree.

- Basic knowledge of the overall Auto Fund functions.
- Basic knowledge of bus/trucking/farming industry and the equipment used in those industries.
- Working level required to plan, review and follow-up to prioritize tasks and responsibilities. Planning must be done to handle deadlines, peak periods and/or unexpected situations.
- Considerable level oral communication skill typically requiring interpretative skills to communicate meaningfully.
- Working level skill to prepare written material based on a predetermined format which may include straight forward correspondence, memos, reports, etc.
- Moderate skill to provide technical information, advice or guidance to internal/external customers where expertise is required. May undertake additional probing with internal/external customers to clarify information required.

**Additional Information:**

Hours of work will vary: Monday - Friday on a Swing Shift between 6am — 6pm.

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:**

Toll free (877) 789-4723  
Phone (306) 787-3639  
Email: [gradworks@cicorp.sk.ca](mailto:gradworks@cicorp.sk.ca)  
Website: [www.gradworks.ca](http://www.gradworks.ca)