

**Gradworks Internship Number: 481**

Company Name: SOCO – Innovation Place  
Location: Saskatoon  
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 –SOCO HR Analyst**

Under the guidance of the Vice President, Corporate Relations, the Human Resources Analyst will participate in a variety of initiatives and projects within the Human Resources Division, including: HRIS implementation, report writing, payroll processing and coordinating training functions.

1. HRIS & Performance Management Systems:
  - Analyzing data and input requirements;
  - Compiling data from a variety of existing sources;
  - Entering data into HRIS;
  - Writing common reports within the HRIS; and
  - Producing unique reports based on requests from internal and external stakeholders.
2. Training & Professional Development Activities:
  - Organizing various training events & seminars;
  - Maintaining training records; and
  - Entering training data into HRIS.
3. Payroll Backup:
  - Complete the payroll function, ensuring all legislative requirements are met; and
  - Monitor averaging hours work permits and work schedules to ensure compliance and equity in scheduling.
  - Project Support in the Execution of Various Human Resources Initiatives
4. Project Support in the execution of various Human Resources Initiatives

**Qualifications:**

Post secondary education in Human Resources, Commerce, or Business Administration.

- A basic understanding of the principles and practices of modern Human Resource Management; labour legislation and the aims and objectives of Human Rights Legislation;
- Extensive computer skills in MS Office, specifically Excel;
- Experience with databases and/or HRIS is preferred;
- Strong research and analytical skills;
- Excellent interpersonal skills;
- Effective organizational and coordination skills;
- Excellent oral and written communications skills;
- Ability to meet deadlines;
- Ability to manage multiple tasks, projects and priorities;
- Ability to work with people at all levels within and outside the corporation; and
- Ability to work independently and as part of a team.

**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:**

Toll free (877) 789-4723  
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