

Gradworks Internship Number: 493

Company Name: ISC
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: January 7, 2010 by 4:00 PM
Start Date: February 16, 2010
End Date: February 15, 2011

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 Audit Assistant

The Audit Assistant would be working in conjunction with the Audit Manager and the Auditor on the following projects: Change Management Strategies; Procedure Development; Marketing; Best Practice Research; and Audit action item follow-up.

Responsibilities:

- Participate with project teams to successfully complete the planned audit project in the most effective and efficient means.
- Performs research to locate and summarize regulatory requirements and industry best practices.
- Verifies reports and recorded transactions against source records to determine reliability.
- Recommends ways to bring programs and operations into compliance with policies, goals and objectives.
- Maintains database information regarding risk and audit report action plan progress.

Qualifications:

Degree in Administration/Commerce

- Be 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
- Team player that interacts positively with colleagues, employees and managers
- Demonstrated computer skills, including word processing, spreadsheet, database and presentation applications
- General knowledge of Information Technology would be considered an asset.

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.

Preference will be given to people of Aboriginal Ancestry and visible minority persons **who self declare in their application** and qualify for the position.

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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Website: www.gradworks.ca