

**Gradworks Internship Number: 496**

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 Purchasing Analyst**

The Purchasing Analyst will work as a team member in the Purchasing and Contracts area of Corporate Administration. This position offers the opportunity to be responsible for areas of the procurement process, contracts administration and management and higher administrative responsibilities related to that unit. The position will also enable work directly with external vendors, suppliers and internal senior management, along with the Corporate Administration team.

**Responsibilities:**

This position will assist with procurement and administration of the following products and service commodity areas:

- Consulting Services (e.g. Project Management Services, Human Resource Consulting, etc.)
- Promotional products (e.g. Corporate gifts and promotional giveaways, etc.)
- Office Furniture & Equipment (e.g. furniture, fax machines and shredders, etc.)
- Forms (e.g. business forms, and corporate stationery, etc.)

The position will also be responsible for the preparation and administration of RFP (Request for Proposal) and RFQ (Request for Quotation) processes for the above commodity areas as well as preparation and administration of contracts.

Other duties will include asset inventory administration and disposal, vendor administration, and assisting with best practice research related to procurement and contracts.

**Qualifications:**

Post secondary education in Business Administration or Commerce

- **Communication** – Communicate clearly both written and orally and ask questions to clarify what is expressed;
- **Customer Service** – Take personal responsibility by sharing relevant information to support customers and maintain clear communication with customers;
- **Flexibility** – Model flexibility by managing multiple activities, aspects or work and priorities to ensure efficiency and effectiveness;
- **Results Driven** – Take action to meet standards by following up on assignments to ensure successful completion and accept responsibility for meeting targets; and
- **Teamwork and Relationships** – Initiate team efforts by keeping people informed & up-to-date and sharing relevant information

**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](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)