

Gradworks Internship Number: 498

Company Name: Saskatchewan Gaming Corporation
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 Description: SGC Project Assistant – Bank Operations, Operations

Sask Gaming currently operates Casino Regina and Casino Moose Jaw. Both locations are conveniently located in the downtown area of their respective cities, and both are open seven days a week. Sask Gaming has 995 slot machines, 32 table games, nine poker tables plus 12 additional tables in the Casino Regina tournament room. We offer full food and beverage services, a Show Lounge and parking facilities.

Responsibilities:

- Bank Operations is accountable for the effective, efficient and qualitative support of Casino Regina Bank. You will create, maintain and enable accurate and detailed information for the implementation of bank initiatives.
- Track and monitor metrics for Casino Regina Bank
- Review current processes and policies, and recommend business process improvements
- Collect information to create accurate databases for specific departmental projects
- Compile monthly reports on discrepancies, cash management, Bank Shift Manager schedules, etc.
- Organize and participate in team planning and meetings
- Perform other administrative duties as required

Qualifications:

Degree in Business Administration/Commerce. Consideration may be given to candidates who have a diploma in administration. Extensive knowledge and use of Microsoft Word, Excel and PowerPoint is required.

Candidates will be assessed against the following competencies:

- **Knowledge and Expertise:** demonstrates a significant degree of knowledge of MS Office products and general business practices.
- **Communication Skills:** communicating both verbally and in writing in a clear, concise and effective manner.
- **Problem Solving/Decision Making:** analyzing problems systematically, organizing information, and identifying key factors and key causes in order to generate solutions.
- **Time/Priority Management:** effectively adapting to tight deadlines, heavy workloads, and sudden or frequent changes in priority to order to accomplish objectives.
- **Team Playing:** working co-operatively and productively with others to achieve results and effectively contribute to the diverse teams, work groups and the organization.
- **Customer Service Focus:** taking the initiative in understanding the needs of clients/customers/guests (internal and external). Focusing on, following through, anticipating, meeting and exceeding the needs of others in a timely and appropriate manner.

Additional Information:

- Some travel may be required as well as occasional evening and weekend work.

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 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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