

Gradworks Internship Number: 499

Company Name: SaskWater
Location: Moose Jaw
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 – SaskWater Human Resources Associate

As a generalist, the Human Resources Associate will assist with and support a range of human resource activities such as recruitment and staffing, training and development and new employee onboarding.

Responsibilities:

- assist with preparation, posting and/or advertising of internal and external job postings; coordinate and schedule interviews; assist with and/or conduct employment interviews, assess qualifications and provide input into the selection of candidates to fill vacancies, and assist with and/or undertake related reference checks;
- assist with investigation, development and coordination of delivery for a variety of employee training and development initiatives;
- assist with delivering the corporate onboarding program to new employees; and assist with and/or maintain employee personnel file and human resource information database systems;
- provide research and planning support in the investigation, development, implementation and monitoring of a variety of Human Resource programs, policies and related initiatives;
- undertake other Human Resource related special assignments as requested.

Qualifications:

Post secondary education in Business Administration/Commerce specializing in Human Resource Management

- Excellent interpersonal skills – ability to establish and maintain effective working relationships both internally and externally;
- Strong verbal and written communication skills
- Strong organizational and coordination skills
- Proficient in use of the Microsoft Office Suite of products including Word, Excel, PowerPoint and Access.

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 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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