

Gradworks Internship Number: 500

Company Name: CIC
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 – CIC Pension & Benefits Coordinator

Capital Pension & Benefits Administration (CPBA) is a division of CIC, which administers a multi-employer defined contribution pension plan with 7,500+ members, and a multi-employer group insurance program with approximately 60 employers.

Responsibilities:

- Assists in the group benefit renewal process for participating employers;
- Assists with the underwriting process for implementing new benefit plans and/or amending existing plans, this includes collaborating with and/or training employers regarding their administrative responsibilities;
- Maintains the insurance contracts for each participating employer and liaises with the external insurance providers;
- Researches, interprets, and develops reports on various benefit related topics such as: government legislation compliance, drug management systems, insurance carrier requirements, and disability management strategies; and
- Maintains the functionality of the computerized pension database system; this includes collaborating with the software developer and the hosting/maintenance provider; implementing software updates/enhancements; and performing on-going integrity and functionality tests.
- Other corporate projects as required.

Qualifications:

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

- Strong organizational and research skills with an ability to work with minimal supervision
- Excellent interpersonal and communications skills (written and verbal)
- Excellent computer skills, including proficiency in Microsoft Office (Excel); working knowledge of database type applications such as Oracle would be an asset
- A flexible, cooperative team player who is able to work effectively with others as well as strives on working independently.

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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