

**Gradworks Internship Number: 501**

Company Name: SaskTel
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: February 23, 2010 by 4:00 PM
Start Date: March 8, 2010
End Date: March 7, 2011

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging & 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 & 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 & be eligible to work in Canada.

Internship Information – Administrator

The Administrator for the Corporate Project Management Office (CPMO) is accountable for the effective, efficient, & confidential support of the CPMO team. Provides & enables clear, accurate & detailed CPMO reporting to senior & executive levels of management to facilitate decision making on corporate programs/projects. Administer professional & standardized project document compilations; project management software tools; processes & templates to evolve the Corporate Program/Project management methodologies in collaboration with the Corporate Project Management managerial team. Guides, supports & assists cross departmental clients with CPMO practices & procedures; Provides Corporate Project Managers with administrative support to enable them to complete leadership activities to complete efficient project delivery; Provides corporate programs/projects with monitoring & controlling support required to meet triple constraints of time, scope & budgets;

- Maintains up to date register of regular meeting minutes & actions (core team, steering team, management team, etc).
- Tracks & pays all vendor invoices
- Administers change request documentation & repository of formal authorizations (both internal & with vendor)
- Maintains end to end project schedule (in MS Project & /or other tools) & progress dashboard
- Updates monthly project end budget expectancy to reflect current view of actual sunk & estimated remaining cost
- Prime for project logistics including meetings, rooms, web ex, conference bridge, etc
- Participates in development of regular status reports.
- Amalgamates & distributes process & requirements deliverable updates.
- Administers the project library.
- Participates in ad hoc meetings & the development of ad hoc deliverables (reports, presentations, spreadsheets, etc) as required.

Qualifications:

Post-secondary education in Administration, Arts, English, Education with at least 2 post secondary classes in writing composition

- Thorough knowledge of personal computers & software applications related to administration & Project Management, specifically MS Word, MS Project, Excel & MS PowerPoint.
- Proficiency in written communications; demonstrated ability to write clear, concise project memos, reports & presentations.
- Demonstrated ability to analyze data to determine trends & situations relevant to the time & cost.
- Good organizational skills in order to set priorities & to meet project deadlines & client demands.
- Plans, organizes & prioritizes multiple responsibilities in a self-directed environment; balances demands for immediate assistance, while maintaining focus on project priorities.
- Requires flexibility to work in a continually changing environment; constantly working to deadlines,
- Willingness to stay abreast of rapid technological change (related to projects & project tools).
- Understanding of database layout & functionality an asset, i.e. Lotus Notes Lessons Learned, Problem Tracking System.
- Extra work outside business hours may be required in order to meet project deadlines/ client demands.

Additional Information:

The Gradworks Program supports the values of workplace diversity & employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority & women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter & resume, including references. **Your application will not be considered unless you have submitted both a cover letter & 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