

**Gradworks Internship Number: 506**

Company Name: SaskEnergy  
Location: Regina  
Number of openings: 1  
Wage: \$3,224 (Monthly)  
Resume Deadline: March 11, 2010 by 4:00 PM  
Start Date: April 16, 2010  
End Date: April 15, 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 – SaskEnergy Marketing Assistant**

In June 2003, six organizations (SaskEnergy, SaskPower, SaskTel, SGI and the Cities of Regina and Saskatoon) launched “expressaddress.com”, a unique and innovative online service which allows users to connect, disconnect and transfer utility services when they move and also be able to update address information with a number of other organizations. There are now 12 subscribing organizations on expressaddress.com.

**Responsibilities:**

- Support SaskEnergy’s role as ExpressAddress Operations Manager by handling subscriber and customer/user inquiries, analyze monthly reports, and prepare quarterly reports, annual budget and annual invoicing.
- Maintain and prioritize the list of potential subscribers. Update the list based on the most current customer/user survey information identifying potential new subscribers.
- Customize promotional packages to be sent to potential subscribers.
- Schedule presentations with potential subscribers and prepare the information package to be left with the potential subscriber.
- Coordinate with the new subscriber and the ExpressAddress support team the implementation plan for being added to the website.
- Prepare and implement subscriber Change Requests.
- Continue with promotional activities, including contacting targeted organizations by phone, email or in person.
- Initiate new partnerships to promote the ExpressAddress service.
- Provide updates, as required, to the ExpressAddress subscriber Communication Group on activities.
- Work with the ad agency on promotional items and advertising opportunities.
- Participate and assist with coordination of corporate and community events including the SaskEnergy Home Energy Efficiency Project and United Way Day of Caring.
- As required, assist the Customer Solutions team with special projects.

**Qualifications:**

Post Secondary education in Business Administration/Commerce (Major in Marketing)

- Previous customer service and/or sales experience would be an asset.
- Excellent written, oral and group communication skills.
- Strong organizational skills with proven ability to handle multiple tasks and being innovative and flexible in a changing environment.
- Ability to work independently as well as within a team environment using excellent interpersonal skills to establish and maintain relationships with a diverse group of individuals.
- Proficient analytical and research skills as well as demonstrated ability to exercise judgment and initiative when responding to customer needs or inquires.
- Strong computer skills including word processing, Excel and Powerpoint presentation applications.
- Valid driver’s licence and vehicle required. Mileage allowance will be paid.
- Travel is required with overnight stays away from headquarters.

**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 visible minority and women.

**How To Apply:**

Please apply through the Gradworks website at [www.gradworks.ca](http://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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