

Gradworks Internship Number: 513

Company Name: SaskEnergy
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: March 31, 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 System Support Assistant

The System Support Assistant will provide ongoing support for various reporting systems utilized by the Distribution Utility to track progress of operational and business initiatives. The support includes development and analysis of reports, as well as assisting or leading any required or desired improvements and enhancements of the various reporting systems.

Responsibilities:

- The System Support Assistant is responsible for providing assistance in the management of several informational systems and databases.
- This position will be required to facilitate requests from internal and external business customers to provide statistical information and support related to operational or business metrics.
- This position will collaborate with a number of business units to understand the business process and the problem the business is trying to solve. Through this collaboration, the System Support Assistant will identify challenges and recommend system improvements to solve these challenges
- The System Support Assistant will be required to work closely with department team members to gather and input statistical information into the various systems, and report anomalies related to the information to the Manager, Administration and Business Policy. This position will also be required to issue written and oral reports on their findings to various levels of management within SaskEnergy.
- Some overnight travel throughout the province will be required to liaise with various departments within SaskEnergy.

Qualifications:

Post-secondary education in Arts or Business Administration/Commerce

- Excellent analytical, verbal and written communication skills but it does not require computer programming or design skills, however an understanding of computer systems would be an asset
- Excellent interpersonal skills and positive attitude.
- Willingness to learn
- Strong attention to detail and the ability to analyze data, report findings and provide potential solutions for improvements.

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 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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