

**Gradworks Internship Number: 539**

Company Name: SaskTel  
Position: Project Administrator  
Location: Regina  
Number of openings: 1  
Wage: \$3,274 (Monthly)  
Resume Deadline: July 8, 2010 by 4:00 PM  
Start Date: August 3, 2010  
End Date: August 2, 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.

**Responsibilities:**

- Report to a senior corporate project manager within the SaskTel CPMO and will support that project manager's project(s) and project team(s).
- Execute project administration and coordination tasks across all project management knowledge areas – time management, cost management, scope management, quality management, risk management, integration management, procurement management, human resource management and communication management – to aid in the successful delivery of high priority corporate initiatives.
- Maintains up to date register(s) of regular meeting minutes, actions, issues and risks (core team, steering team, management team).
- Maintains end to end project schedule (in MS Project and/or other tools) and progress dashboard(s).
- Maintains regular project end budget expectancy to reflect current view of actual sunk and estimated remaining cost.
- Maintains up to date repository of all vendor agreements.
- Tracks and pays vendor invoices.
- Administers and coordinates key project deliverables (project plan report, team organizational chart, completion report, implementation plan, etc.).
- Administers and coordinates formal authorizations (initial and change requests, internal and vendor, physical signature and electronic authorization, etc.).
- Prime for project logistics including meeting bookings, room bookings, web conferences, teleconferences, etc.
- Participates in development of regular status reports.
- Manages project library.
- Participates in ad hoc meetings and the development of ad hoc deliverables (reports, presentations, etc.).

**Qualifications:**

- Post secondary education in Business Administration/Commerce or Communications or English.
- Experience with personal computers and software applications commonly used for administration and project management functions – specifically MS Word, MS Project, MS Excel and MS PowerPoint.
- Outstanding communication and listening skills.
- Excellent organizational and time management abilities.
- Strong attention to detail.
- Able to work effectively both as a team member and 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:**



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

Toll free (877) 789-4723

Phone (306) 787-3639

Email: [gradworks@cicorp.sk.ca](mailto:gradworks@cicorp.sk.ca)

Website: [www.gradworks.ca](http://www.gradworks.ca)