

**Gradworks Internship Number: 541**

Company Name: STC  
Position: Business Development Assistant  
Location: Regina  
Number of openings: 1  
Wage: \$3,274 (Monthly)  
Resume Deadline: July 8, 2010 by 4:00 PM  
Start Date: August 16, 2010  
End Date: August 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.

**Responsibilities:**

- Policy and procedures development/documentation for Customer Services and Operations.
- Development and/or updating of manuals such as standard operating procedures (SOP) manuals.
- Assisting in marketing research and analysis.
- Communications with STC's agent network.
- Participation in the development and implementation of marketing strategies.
- Assisting with the preparation and submission of documentation necessary for route changes.
- The primary focus will be in area of policy development and documentation with primary responsibility for policy writing.
- Assist with Business Development or Customer Services and Operation team for particular projects.
- Involvement in some of the above-noted projects will be ongoing throughout the term of the internship. Other projects will be more short-term in nature. The intent will be to utilize the expertise and skills of the successful incumbent while providing the opportunity for meaningful and relevant experience that will be important to career development.

**Qualifications:**

- Post secondary education in Business Administration or Commerce with a major or emphasis on marketing.
- General knowledge of the transportation industry would be a definite asset.
- Strong analytical and research skills.
- Excellent communication skills – interpersonal, written, and verbal.
- Ability to work within a team-based environment.
- Flexibility.
- Customer service and results oriented.

**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](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:**

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