

Gradworks Internship Number: 546

Company Name: SOCO (Innovation Place)
 Position: Client Services Analyst
 Location: Saskatoon
 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:

- Providing assistance to the Marketing and Property Management departments by conducting market research, financial analysis and process development.

Marketing and Leasing

- Assemble and analyze information about local real estate markets;
- Assist the Marketing Managers to develop recommendations for 2011 proposed rental targets;
- Assemble, assess and analyze information about particular market sectors to define the product and attract new clients;
- Search out innovative and creative ways to find prospective tenant companies, including youth-oriented entrepreneurs;
- Assist in maintaining and managing a database of potential clients through MRI;
- Assist in identifying “tenant gaps” in the parks for the purpose of targeted marketing;
- Analyze special projects such as the impact of leases on overhold or with month-to-month terms;
- Analyze various rent options to assist the Marketing Managers in making decisions for lease proposals.

Property Management

- Participate in regular Property Management meetings to review ongoing initiatives and strategies;
- Review and understand contractual obligations and financial requirements of the Landlord;
- Assemble and analyze information relative to the costs of operating commercial real estate;
- Review and understand monthly, quarterly and annual reporting requirements.

Administrative

- Assist in standardizing processes and converting information into MRI;
- Prepare monthly variance reports for rental revenue and operating expenses;
- Assist with forecasting, budget assumptions, capital submissions, variance analysis and year-end analysis;
- Assist in the identification, research, documentation and implementation of standard processes for leasing and property management;
- Research, review and revise standard templates for subleases, offers and all other client agreements;
- Assist in preparing various reports as required;
- Regular updates to staff on the progress of various projects;
- Assist the staff in keeping Contact Management opportunities information updated in MRI;
- Assist in preparing the 2011 Department Plans;
- Other duties as related to marketing, leasing and property management.

Qualifications:

- Post secondary education in Commerce/Business Administration majoring in finance or marketing.
- Knowledge of financial analysis;
- Strong organizational skills to manage multiple priorities and set project timelines;
- Strong analytical and problem solving abilities with experience in the analysis of financial/management reports;
- Effective skills in developing positive customer relationships, with the ability to listen, understand, analyze and

- develop solutions or provide alternatives which meet customer needs;
- Ability to work both independently and to function effectively within a team based environment;
 - Demonstrate people skills and maintain positive working relationships;
 - Ability to meet deadlines;
 - Excellent oral and written communications skills;
 - Knowledge of the real estate industry would be considered an asset.

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 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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