

Job Posting:167870 - Position: S25 Co-Op IT 167870

Co-op Work Term Posted: 2025 - Summer
App Deadline 03/24/2025 11:59 PM
Application Method: Through Employer Website
Posting Goes Live: 03/12/2025 02:05 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Nova Scotia Power Inc.
City Halifax
Province / State NS
Country Canada

JOB POSTING INFORMATION

Placement Term 2025 - Summer
** Job Title ** S25 Co-Op IT 167870
Position Type Co-op Position
Job Location Halifax, NS
Country Canada
Duration 4 months
Work Mode Hybrid
Salary Currency CAD
Salary Salary Not Available, 0 Major List

Job Description

Job Title: Co-Op IT

Job ID: 3989

Application Deadline: **March 24, 2025**

Are you ready to apply your knowledge in the real world? We are hiring a Co-op IT student for the Summer Term with our IT Infrastructure and Technology Strategic Planning team.

What you'll do:

In collaboration with members of the IT Infrastructure and Technology Strategic Planning teams, your key areas of responsibility will include:

- **Review Purchase Orders and Accruals:** Identify and implement opportunities to achieve savings
- **Data Analysis:** Analyze various data sets to identify trends and opportunities
- **Data Cleanup:** Review and sanitize stale or inactive data
- **Metrics and Reporting:** Produce reports to communicate status and performance metrics to stakeholders. Further analysis and exploration based on generated insights.
- **Process Improvement:** Assess and propose adjustments to existing processes

What we offer:

Facing the beautiful waterfront, you can find us located at 1223 Lower Water in Halifax. We believe in caring for our employees and are proud to offer our students:

- **Perks in the office;** Free Coffee & Specialty Teas, Sparkling Water Machine, FREE Access to our onsite Gym, Rooftop Patio and Private Meeting rooms and Collaboration Spaces.
- **Networking and Growth;** A Network of many other current & former co-op students & Social Committee offer students a way to

connect with their peers with biweekly events like Keynote Speaker Series, Coffee Chats, Volunteer Opportunities and more.

• **A Comprehensive and Fun Onboarding Program** including facilitated group orientation sessions for all students joining us each term, and a handy Student Handbook and Technology Guide to set you up for success from day one!

Click here to learn what some of our current & former students have to say about their experience with us!

Learn more about our culture & values:

At the Emera Group of Companies, you'll be part of an inclusive, respectful workplace where everyone is welcomed and supported. Come build a career as unique as you are: making an impact from Atlantic Canada to the world. Your experience and perspective will help Emera to safely deliver cleaner, reliable energy to our customers and we'll help you become a *leader of tomorrow!* If working in an innovative environment, challenging yourself, and shaping a cleaner energy future inspires you, we want to hear from you.

Diversity, Equity & Inclusion at Emera

As one of Atlantic Canada's largest publicly traded companies, we are ranked one of Canada's Top 100 Employers, Top Employers for Young People and Top Diversity Employers. We know our success is driven by our dedicated teams and we strongly encourage applications from all qualified candidates, including persons who identify as racially visible, Indigenous, persons with disabilities, women in underrepresented roles and members of the 2SLGBTQ+ community.

Applicants from these equity groups may self-identify through the online application process. We support candidates and employees with access and accommodation needs and encourage you to let us know when you require accommodation.

Recruitment & Promotion Policy

The success of the Emera Company is driven by its people: a strong team with a shared commitment to support the Emera Company mission and values. The purpose of our recruitment policy is to provide a consistent framework to support fair and equitable attraction, hiring, and retention of the best talent for vacant positions. We are dedicated to maintaining a fair hiring process that provides equitable opportunities to all our applicants and is guided by our company values.

Job Requirements

Who you are:

Working as a valued part of our Technology Strategic Planning Team, you will:

- Possess or be pursuing secondary education in Computer Science, Finance or Accounting, Information Systems, Data/Information Management or related fields
- Understand basic accounting principles (e.g., Purchase orders, accruals, etc.)
- Possess a systems thinking mindset with strong analytical and critical thinking skills
- Have strong collaboration, written and oral communication skills
- Be comfortable interacting with a wide range of internal and external stakeholders
- Be able to work effectively in a complex environment characterized by multiple competing / shifting priorities
- Possess advanced MS Excel skills
- Have a demonstrable ability to work independently and as part of a team

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Address Cover Letter to Hiring Manager

Special Application Instructions

Application Link:

<https://careers.emera.com/careers-home/jobs/3989?lang=en-us&iis=LinkedIn&iisn=LinkedIn&mode=apply>

Sound like the right opportunity for you? Here's How You Apply:

Apply by **March 24, 2025** and let us know why this role is right for you by:

- Clicking on the 'APPLY NOW' button in this job posting.
- Attaching your resume, cover letter or motivation, and your transcript as one single file.

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as

submissions are received. Students should submit their applications as soon as they are ready.