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## Winter 2025 Co-op: Business Analyst (8 Months)

**Category:** Business Analysis (functional and technical)

**Main location:** Canada, Ontario, Toronto

**Position ID:** J0924-0501

**Employment Type:** Student Internship

### Position Description:

#### Position Description

We are Canada's largest independent information technology services firm, and after 45 years, we're still growing. CGI is a leading services provider to major Financial Institutions in the Greater Toronto Area. We are offering the opportunity to work with our team of dedicated consultants, and we are looking for you. This is an excellent opportunity to learn about financial modelling and business analytics while working with Canada's largest IT consulting firm. We are offering a chance to work with our team of experience professionals, who are responsible for maintaining the standards of project management and providing high-value support to our Business Unit. This is your opportunity to learn about business operations and project management in a sophisticated business environment. You will work with CGI Consultants, Directors and Executives on a full range of business operations, program management and resourcing activities/tasks.

In an effort to foster collaboration and partner with clients, co-op students will be required to be in the office multiple times a week.

**Start Date: January 2025**

**Application Deadline: September 22nd 2024**

#### Perks of Being a CGI Co-op:

- Have access to a 1:1 Mentor matched with you based on your interests.
- Participate in monthly socials to meet co-ops across the country.
- Access professional development workshops hosted by domain experts on topics ranging from how to



## Key duties and responsibilities:

Daily activities include data analysis, refine and deliver Business Operational Reports for these areas – Resourcing, Business Development, Financial, Utilization and Communication.

- Build and manipulate reports from raw data using sophisticated Excel spreadsheets, graphs, formulation, conditional formatting, etc.
- Assist with various projects and help set up initiatives.
- Maintain and follow-up on action items, issues, and status reporting.
- Conduct business research and information management.
- Project control and organization, including project governance, communication and issue management.
- Create or assist in the creation of presentations.
- Responsible for meeting minutes, distribution of agendas, meeting logistics and running Live meetings.
- Work directly with VPs to detail and build strategy materials.
- Develop financial models and perform analysis on data to drive hypothesis's and conclusions.
- Conduct industry research and summarize information for general consumption.
- Coordinate workshops and meeting Logistics.
- Help manage account management activities.
- Assist with client staffing requirements. Review & have evaluations done for technical profiles with the respective panels.
- Work with the client to organize staffing interviews, collect client feedback, work with talent acquisition teams to have suitable candidates lined up for the open positions
- Work on respective reporting & dashboard and publish to the client on open requirements, profiles shared, feedback or decisions awaited
- Help in governance meetings, preparing documentation & presentations.
- Help maintain various reports pertaining to members, account and other aspects.
- Help on with variety of financial management activities e.g. but not limited to, forecast, revenue recognition, invoicing/billing, helping clear off account receivables etc.
- Support contract preparation activities
- Assist in member onboarding, offboarding tasks
- Support ongoing proposals & initiatives

## Required qualifications to be successful in this role:

- Must be in a Co-op Accredited program
- Strong desire to learn about business operations.
- Strong communications skills (verbal & written).
- Excellent organizational and time management abilities.
- Consulting and data analysis skills.
- Business and financial background with experience using financial modelling.
- Knowledge in Structured Query Language (SQL) and Data analysts.
- Ability to efficiently multi-task.
- Ability to work on own with minimal direction, as well as in a team environment.
- Sophisticated Microsoft Office tools: Outlook, Excel (Macros, Pivot Table, VLOOKUP, Conditional formatting, Graphs), PowerPoint, SharePoint, Word.



## What you can expect from us:

**Together, as owners, let's turn meaningful insights into action.**

Life at CGI is rooted in ownership, teamwork, respect and belonging. Here, you'll reach your full potential because...

You are invited to be an owner from day 1 as we work together to bring our Dream to life. That's why we call ourselves CGI Partners rather than employees. We benefit from our collective success and actively shape our company's strategy and direction.

Your work creates value. You'll develop innovative solutions and build relationships with teammates and clients while accessing global capabilities to scale your ideas, embrace new opportunities, and benefit from expansive industry and technology expertise.

You'll shape your career by joining a company built to grow and last. You'll be supported by leaders who care about your health and well-being and provide you with opportunities to deepen your skills and broaden your horizons.

At CGI, we recognize the richness that diversity brings. We strive to create a work culture where all belong and collaborate with clients in building more inclusive communities. As an equal-opportunity employer, we want to empower all our members to succeed and grow. If you require an accommodation at any point during the recruitment process, please let us know. We will be happy to assist.

Come join our team—one of the largest IT and business consulting services firms in the world.

Have you been referred by a CGI Member for this position?\*

☐ Yes ☐ No

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How can we help?



**Insights you can act on**

Founded in 1976, CGI is among the largest IT and business consulting services firms in the world. We are insights-driven and outcomes-based to help accelerate returns on your investments.

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