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****REMINDER:** It's important to make a great impression. When uploading your application documents on a company's website (not the portal), ensure you personalize the name of your documents. For example, "Full Name_Job Title OR Full Name_Company Name."

Job ID : 9920

Intake Specialist - 4 months (#2003068)

CIBC - Head office

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Posting Detail

Map

Application Information

Job Posting Information

Term Posted:	Summer 2020
Position Type:	Co-op / Internship
Co-op Job Title:	Intake Specialist - 4 months (#2003068)
Job Location:	Various

Duties and Responsibilities:	<p>REQ: 2003068</p> <p>What You'll Be Doing</p> <ul style="list-style-type: none"> • Manage the end-to-end technology in-take process ensuring all established guidelines, processes and service levels are followed taking corrective action or escalating issues as appropriate. • Receive, log and monitor status of each intake request ensuring service levels are met and sign off is obtained. • Review content of each request for quality and accuracy following up to resolve issues and/or escalating discrepancies with internal business partners or external service providers.
Skills and Qualifications:	<p>***IT IS A MANDATORY REQUIREMENT TO APPLY THROUGH THE LASSONDE CO-OP PORTAL AND THE COMPANY WEBSITE. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED***</p> <p>How You'll Succeed</p> <ul style="list-style-type: none"> • Demonstrate Service Excellence - Ability to understand customer needs and expectations, provide excellent service in direct and indirect manner and fulfill customer expectations. • Problem Solving skills - Ability to understand, monitor, update or enhance existing business or work processes • Relationship Management skills – Facilitate calls between all stakeholders to ensure progress is being made on each request and to foster an effective relationship between all parties <p>Who You Are</p> <ul style="list-style-type: none"> • Values matter to you. You bring your real self to work and you live our values – trust, teamwork and accountability. • You find meaning in relationships, and surround yourself with a diverse network of partners. You build trust through respect and authenticity. • You enjoy investigating complex problems, and making sense of information. You're confident in your ability to communicate detailed information in an impactful way. • You notice things that others don't. Your critical thinking skills help to inform your decision making. • You know that collaboration can transform a good idea into a great one. You understand the power of an inclusive team that enjoys working together to bring a shared vision to life. • You're passionate about growing your knowledge, and you know that there is no limit to what you can achieve. <p>CIBC is committed to creating an inclusive environment where all team members and clients feel like they belong. We seek applicants with a wide range of abilities and we provide an accessible candidate experience. If you need accommodation during the application or interview process, please contact Mailbox.careers-carrieres@cibc.com</p> <p>**PLEASE ENSURE THAT WHEN SAVING YOUR APPLICATION, THE FILE NAMING CONVENTION REFLECTS YOUR NAME, UNIVERSITY, POSITION AND JOB ID. EXAMPLE: FIRST NAME LAST NAME_YORKU_POSITION JOB ID.**</p>
All Degrees and Disciplines:	<p>No</p>

Targeted Degrees and Disciplines:	Targeted Programs Computer Engineering Computer Science - Co-op Computer Science - Internship Computer Security - Co-op Computer Security - Internship Digital Media - Internship Electrical Engineering Software Engineering Space Engineering
Salary:	Salary Not Available, 40.0 hours per week
Salary Range:	n/a
Duration:	4 Months
Start Date:	05/04/2020
End Date:	08/28/2020

Application Information	
Application Deadline:	Feb 18, 2020 11:59 PM
Application Procedure:	Through Online Portal
By Website, go to:	https://cibc.wd3.myworkdayjobs.com/campus/job/Intake-Specialist---4-months_2003068
Application Documents Required:	Cover Letter, Resume, Transcript

Company Info	
Organization:	CIBC

PEO Information	
Is this position under a P.Eng.:	Unknown

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