



## Information & Communications Technology INTERNSHIP PROGRAM

Information & Communications Technology (ICT) is a broad industry that covers any product or service that will store, manipulate, transmit, or receive information electronically.

### Business & Marketing: Corporate Shared Services Administrator

Work with the corporate services team to support all operations and projects, including client delivered projects. The ideal candidate will be a dynamic and organized individual who is technically oriented and interested in gaining experience in a variety of ICT areas.

#### TASKS:

- Assist in a variety of support and administrative tasks in IT, finance, recruitment, and digital marketing. This could include document management, resume conversions, data entry, research, scribing, ordering supplies, contract audits, social media posts, etc.
- Support with ongoing IT projects and delivery as required
- Partake in project data entry, editing documents, creating computerized presentation content
- Assist with company's event execution
- Assist with monthly invoicing process, including expense reconciliation
- And more.... this role may be involved with a variety of tasks and requires flexibility.

#### SKILLS NEEDED:

- Excellent communication skills, strong writing capabilities
- Confident with technology/computer use and social media sites (i.e. LinkedIn)
- Project management skills, able to multitask and handle a challenging work load
- Demonstrate a high level of organization while effectively adapting to changing priorities
- Proficiency with Microsoft Office Suite or experience with spreadsheets, word processing and presentation software in other platforms (e.g. Google Suite) required
- Some experience with SharePoint, Microsoft Teams, and OneDrive considered an asset

#### CHARACTER OF STUDENT:

- A self-starter who is organized and detail-oriented, able to work independently
- A team player who thrives in a collaborative environment
- Someone who is responsible, able to follow directions and work independently
- Quick learner who is eager to explore best practices and grow their technological skills
- Someone who is interested in the following ICT areas: Information Systems, Finance, Business, or Marketing

POSITION AVAILABLE DURING: Spring and Summer

EXPECTED START DATE: April 15, 2021

LOCATION: Remote, with some possibility for onsite training

HOURS: Part time during spring and summer. A minimum of 240 hours.

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