

Sample Job Postings

Position Title: UX Designer Intern

Function: Design & Development

Position Overview:

In your role as UX Designer Intern, you will be responsible for designing experiences with both UX design and UI design. You will partner with other designers, developers, and product management to create great experiences.

Duties and Responsibilities:

- Create design solutions that solve real problems for our players.
- Create process flows to conceptualize and communicate detailed interaction behaviors for multiple environments and audiences.
- Align business requirements, design methodologies, and technology factors to create on-brand designs for future state exploration, validation, and testing.

Skills:

- You are excited about product design, technology and the future of online ecosystems.
- You are a problem-solver and have the ability to implement ideas.
- You validate assumptions through experimentation and research.
- You are a solid strategic and analytical thinker with excellent verbal and written communication skills.

Qualifications:

- Currently enrolled in an undergraduate program.
- Familiarity with the Adobe Creative Suite.
- Coding isn't required, but an understanding of how it works is beneficial.

Sample Job Postings

Position Title: Accounts Payable Intern

Function: Accounting/Finance

Company Overview:

We are committed to providing sustainable solutions to our customers and communities in which we live and serve. As a leading national wholesale distributor, we are determined to provide quality and cutting-edge products that help support residential, commercial and infrastructure initiatives across Canada. Our talented and passionate team members are the key to our success.

Position Overview:

The Accounts Payable Intern will be primarily responsible for ensuring invoices are promptly and accurately entered under supplier accounts.

Duties and Responsibilities:

- Develop strong working relationships with our suppliers that are founded on effective communication and timely follow-up
- Review and verify invoices with accuracy, taking into account details such as the appropriate accounting treatment, supplier, and currency.
- Proactively identify common sources of reconciliation items, document action plans, follow-up with clear communication
- Implement a proactive approach to finding efficiencies within the purchases and payments process

Skills:

- Analytical ability to identify key issues and opportunities for improvement
- Ability to develop a high level of trust and respect from internal customers
- Strong communication skills
- Works well in a team environment

Qualifications:

- Currently enrolled in an undergraduate Accounting or Finance program
- Intermediate or Advanced Excel skills required

Sample Job Postings

Position Title: Analyst Intern

Function: Project Management/Marketing

Company Overview:

We are an advisory firm specializing in raising private capital for investment managers and direct investing. The firm advises on all aspects of the process including preparation of marketing materials, strategic fundraising planning, and distribution.

Duties and Responsibilities:

- Assist in the management of projects by understanding the requirements of the marketing process, and complete projects within the relevant timeframe.
- Prepare presentation and other materials to support delivery of marketing decks and pitch books to current and prospective clients.
- Create various client or internal documents, materials, reports and data as required.
- Support the team to solve client needs and meet targets.

Qualifications and Skills:

- Senior level undergraduate student in a Business or Social Science program
- Advanced level proficiency in MS Office
- Strong verbal and written communication skills.
- High degree of professionalism in dealing with diverse groups of people.
- Ability to complete a high volume of tasks and projects within a tight deadline.

Sample Job Postings

Position Title: GIS Intern

Function: Data Analysis

Company Overview:

We are a major retailer in Canada, serving the needs of Canadians in 10 provinces. Our core retail formats are designed to ensure we have the right offering in the right-sized stores for each individual market we serve — from our full-service format to the convenience format, each tailored to satisfy the unique shopping needs of our customers.

Duties and Responsibilities:

- Assisting in the creation of proposed residential growth across Canadian communities. This involves discussions with city planners and mapping of results using ESRI ARCGIS software
- Running database analysis queries based on requests from various stakeholders
- Working with GIS team to run database checks to ensure our systems and data is up to date
- Work with analysts to help create sales forecasts for future growth opportunities
- Maintain our competitive tracking database

Qualifications and Skills:

- Senior level undergraduate student in a Geography or GIS program
- Proficiency in ArcGIS software
- Familiarity with utilizing database and running queries
- Strong verbal and written communication skills

Sample Job Postings

Position Title: Human Resources Intern

Function: Human Resources

Position Overview:

The Human Resources Intern will have the opportunity to gain hands-on HR experience within both a manufacturing and office environment. We offer flexible working arrangements to suit the needs of our employees whenever possible. The value, breadth and depth of an intern's experience will be limited only by their enthusiasm.

Duties and Responsibilities:

- Specifically, this role will focus on talent acquisition and HR projects, with opportunities for exposure in a variety of other areas.

Skills:

- Ability to interface with various levels of the organization
- Ability to multi-task efficiently
- Advanced organizational skills
- Strong verbal and written communication skills

Qualifications:

- Currently enrolled in a Human Resources or Social Science undergraduate program
- Intermediate or Advanced MS Office skills (Word and Excel)

Sample Job Postings

Position Title: Research Intern

Function: Research & Development

Position Overview:

The Research Intern works closely with members of the research team and other stakeholders to support the implementation of our research strategy, including engagement and research communication. The intern will support team members by scoping issues and designing solutions. The intern will also learn about grant funding programs and mechanisms and research in Canada.

Duties and Responsibilities:

- Scope issues and complete environmental scans and reviews
- Design and communicate information on engagement initiatives and our research strategy such as visuals and infographics, written reports, and presentations
- Create content for engagement and research sections of our website and other online avenues of dissemination (i.e., blog posts, social media)
- Write and present content, briefs, reports, and other material

Qualifications and Skills:

- Undergraduate student in research, business, or social science
- Excellent communication skills (both written and verbal)
- Established interpersonal and connection-building skills, including the ability to work with a diverse group of people and in a collaborative, team environment
- Strong organizational and time management skills