



The North West Company is a leading retailer of food and everyday products and services to rural communities and urban neighbourhoods in Canada, Alaska, the South Pacific and the Caribbean.

ENTERPRISING OPPORTUNITY

Project Control Analyst Intern

Regular Full Time Co-op Term – Winter 2022

Gibraltar House

77 Main Street, Winnipeg, MB R3C 1A3

OPPORTUNITY

Our Information Services Division (ISD) is currently seeking a co-op student to join our team as a Project Control Analyst Intern. This opportunity will give you applied experience that will provide you with a competitive edge; enhancing technical, problem solving, analytical, and project management skills in the Information Services field, while becoming familiar with The North West Company's organization and processes.

ACCOUNTABILITIES

Working under the direction and support of the IT Project Manager within the ISD, the Project Control Analyst Intern will be given the following opportunities:

- Maintain and track estimates at completion and prepare project planning schedules and forecasts;
- Implement planning, review, and control execution processes;
- Administer project management activities and support project path, plan and schedule;
- Assist in the preparation of project status and summary reports;
- Record and track project documentation including operational status reports, activities, deliverables;
- Communicate with both internal and external stakeholders on project status and milestones;
- Create documentation that governs project operating procedures; and
- Support other day-to-day project work as required.

QUALIFICATIONS

The candidate should also possess a passion for challenging work, and be prepared to identify opportunities for continuous improvement. The role requires a high degree of analysis, initiative, and willingness to work through complex project/activity scenarios. Additional, the candidate:

- Shall be proficient in Microsoft Office applications, including Excel, Word and Outlook;
- Shall be able to work with large volumes of complex data with a high degree of accuracy;
- Shall possess a high level of technical writing acumen;
- Be able to identify best practices and bring new insights and ideas to the team;
- Shall demonstrate the ability to maintain confidential information; and
- Will have familiarity and basic working knowledge of MS Project (considered an asset).

Excellent written and verbal communication skills, complemented by strong interpersonal skills with the ability to interact with all levels of internal customers in a professional manner are required.

The North West Company offers a supportive, open work environment with the opportunity for personal growth and development.

If you would like to find out more information about our company please visit our website:

www.northwest.ca

The North West Company is an Equal Opportunity Employer. We will continue to ensure our work force represents the communities that we serve. We encourage qualified aboriginal persons, persons with disabilities, visible minorities, and women to apply for positions with our company. *We thank all applicants for their interest; however only those selected for an interview will be contacted.*