

## **Position:** Modern Workspace Intern

**Reporting to:** Managing Consultant, Modern Workspace

**Location:** Richmond Hill, ON (hybrid)

## **The Role:**

The *Modern Workspace Intern* will be involved in client project delivery support (Professional Services), sales support, practice development and documentation initiatives on the Modern Workspace team. Within this role, the intern will gain knowledge and experience in the standardization of processes and enhancing documentation, as well as delivering quality projects to client and learning new technologies.

This role will be full-time hours (37.5 hours per week), for a duration of 4 months (May 6 to August 23, 2024).

## **What the Role Entails:**

### **Client delivery activities (50%)**

- Provide support to delivery consultants and project management staff
- Organize and coordinate client meetings to facilitate clear communication and project alignment
- Develop, modify, and improve client Microsoft 365 platform solutions and management processes
- Support platform deployment, migration, and modernization efforts for clients
- Support in systems integration testing, application functionality testing, and user acceptance testing
- Assist in developing and maintaining Microsoft 365-related PowerShell scripts as per project needs
- Help in support-related tasks to troubleshoot and fix technical issues during project rollout
- Support client project delivery through documentation preparation and peer review

### **Modern Workspace sales activities (25%)**

- Requirements gathering and analysis
- Industry research on the latest trends related to Microsoft 365
- RFx (Proposal, Information, Quotation) and bid support
- Content sourcing
- Work with content SMEs on RFx input for proposals and SOWs development

### **Practice development (25%)**

- Assis with new content creation solution

## **Skills and Qualifications You'll Bring:**

- Strong verbal and written communication skills and the ability to work effectively with both internal and external customers at all levels
- Customer-focused with a strong commitment to customer satisfaction



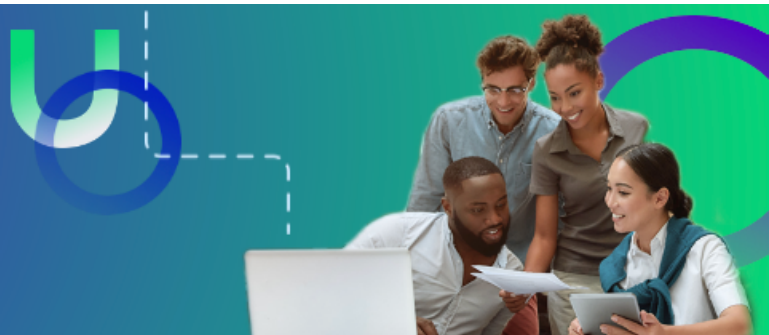
**Phone:**  
+1 905-707-2000



**Website:**  
[www.compugen.com](http://www.compugen.com)



**Email:**  
[hello@compugen.com](mailto:hello@compugen.com)



- Solid knowledge of Microsoft Suite/Office Applications, Microsoft 365 platform, PowerShell scripting, Visio, Advanced Excel/Database skills
- Can manage multiple priorities in a fast-paced environment
- Strong time management skills
- Sound decision-making and problem-solving ability
- You must be comfortable working in a hybrid work model with a combination of remote plus onsite work

## About Compugen

Compugen is one of Canada's largest privately-owned Technology Allies. We help customers design, acquire, integrate, and operate technology. Our mission is to help organizations realize new possibilities. Every day, our dedicated staff across North America focus on providing extraordinary customer service and support experiences to private and public sector organizations. We combine breadth of skill, depth of expertise, and commitment to operational excellence at scale to deliver exceptional, customer-focused experiences.

If you are driven to make a difference, relentlessly curious, and collaborative at the core, we'd love to talk to you. Join us and let's make a difference.

## What You'll Love About Us:

Every day, over 1,500 dedicated employees across Canada focus on providing exceptional customer service and support experiences to private and public sector organizations. Since 1981, the Compugen team has developed a strong reputation with market-leading vendors and customers, for creating, implementing and supporting innovative IT solutions that delight thousands of customers.

We value and celebrate the diversity of our team and welcome applications from racially visible persons, Indigenous peoples and persons of the LGBTQ+ community.

Most importantly, we love to work hard, and we love to have fun. We're in it to win it.

## Equity Statement

Consistent with our commitments to equity and diversity, we actively recruit from all designated groups. We also provide employment accommodation upon request to current staff members and to applicants during the recruitment process. We aim to provide a work environment where excellence is allowed to flourish and diversity is prized. Compugen is committed to providing accommodation throughout the interview and employment process. If you require an accommodation, the hiring manager and the human resources contact will work with you to meet your needs.

**To apply, submit a detailed resume to [internships@compugen.com](mailto:internships@compugen.com), including the name of the position you are applying for in the subject line.**