



Position: PMO Analyst Intern

Reporting to: Operations Manager, PMO

Location: Richmond Hill, ON (Hybrid)

The Role:

The *PMO Analyst Intern* will support a key initiative in the Project Management Office (PMO) through assisting in the planning and implementation of our new Professional Services Automation tool (PSA) as part of the Modernization of Project Services Delivery initiative. The intern will gain exposure and be engaged in the activities required to launch a new toolset within our services organization and understand how the Project Managers will use the tool to help manage their projects.

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:

- Assist the PMO management team with planning for the implementation of a new PSA tool for the Project Managers, which may include activities such as:
 - Preparing training materials
 - Creation of SOP documentation
 - Executing test cases
 - Data migration strategy development
- Exposure to all the key elements of a project services toolset including:
 - Financial management, scheduling, tracking, reporting, governance, tool integrations, and other tools

Skills and Qualifications You'll Bring:

- Intermediate knowledge of Microsoft Office products (Outlook, Word, Excel, PowerPoint, Project)
- Familiarity of Microsoft SharePoint
- Familiarity of Microsoft Teams
- Familiarity of PMI Project Management Methodology is an asset
- Understanding of Business Communication is an asset
- Possess a curiosity to explore and learn
- You must be comfortable working in a hybrid work model with a combination of remote plus onsite work



Phone:
+1 905-707-2000



Website:
www.compugen.com



Email:
hello@compugen.com

COMPUGEN

Dream. Design. Deliver.



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, including the name of the position you are applying for in the subject line.



Phone:

+1 905-707-2000



Website:

www.compugen.com



Email:

hello@compugen.com

Compugen Inc. | 100 Via Renzo Dr, Richmond Hill, ON L4S 0B8, Canada