



## **Position:** SharePoint Migration Intern

**Reporting to:** Purchasing Manager

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

## **The Role:**

The *SharePoint Migration Intern* will manage a key project within our Purchasing team of migrating the current document management system to Microsoft SharePoint Cloud. This project will not only optimize workflow efficiency but also facilitate a comprehensive rebuilding of our Vendor SharePoint Site, improving accessibility to information and the user experience.

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:**

- Gather requirements from internal stakeholders to determine goals and needs of the new SharePoint environment
- Analyze existing data, content and configurations, and translate them into a new environment identifying ways optimize data layout and efficiency
- Modify, test and debug SharePoint pages ensuring the new environment is working optimally
- Support with the launch of the new SharePoint environment including end user training

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

- Strong experience with SharePoint (i.e. workflow creation, library migration, etc.) and basic understanding of document management systems
- Strong data, analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work independently and collaboratively in a team environment
- Detail-oriented and highly motivated with a commitment to delivering high-quality results
- You must be comfortable working in a hybrid work model with a combination of remote plus onsite work



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# COMPUGEN

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## 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.**



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