

## Internships in Vancouver

### Internship Positions

Here is an overview of the positions which are available in our company. According to the intern's skills and to the projects available at the time of the internship, the intern will be appointed to the best corresponding post. He/She may also experience multiple roles during the internship.

#### Business Administrator

- Assist senior staff and executives
- General office administration
- Day-to-day operations such as telephone answering, customer service, task and deadline management
- Evaluation of the resources needed
- Coordination of the business units
- Creation of documents and templates
- Review of new contracts and business proposals
- Document flow management

#### Project Manager

- Business research and analysis
- Schedule and allocate resources to business units
- Concept testing, phased business deployment and final release
- Audit and gather business requirements, business processes and forms
- Communicating requirements and business logic to IT department so that it can be deployed on standard platform
- Managing project implementation timeline and resource, milestone and task allocation to appropriate business units and resources

#### Marketer

- Market research as a basis for advertising and marketing initiatives
- Creation of marketing collateral for Palagon and other business units
- Management of social media initiatives
- Budget management, advertising channel prioritization and scheduling

#### Business Developer

- Concept research, market research, market analysis
- Development of business concepts including business plan and business model implementation plan
- Recommendations for business process optimization opportunities

- Set up of proposals and presentations for new clients for business expansion in current markets
- Execution of business proposals and final contract authorization

## **Finance/ Accounting position**

- Monthly financial master reports to decision-makers
- Monthly general ledger to our chartered accountant
- Maintenance of accounts and bank reconciliations
- Controlling in order to optimize costs and revenues for each department
- Day-to-day tasks: administrative improvement
- Accounting software: SAGE MAS 500

## **Human Resources**

- Analysis of the recruitment needs of Palagon and sister companies
- Compilation of job descriptions based on requirements
- Promotion of the open positions
- Review of applications and conduction of interviews with potential candidates
- Decision about suitability of candidates