

# Job Title: Accounting Analyst

## Job description

Imperial is looking for ambitious and highly motivated business students to join our finance and accounting organization. You will be working in a fast-paced team environment and expected to prepare, analyze, interpret and communication financial results while maintaining effective business controls.

Sample work-terms include:

- Projects Accountant - tracking and reporting major project expenditures, project milestones and contract fulfillment
- Internal auditor - assessing the adequacy of business controls and providing recommendations for improvement
- Financial analyst - preparing and analyzing financial information for presentation to management in support of various business lines

Student terms will also include a variety of short-term projects with specific deliverables for completion by the end of your work term.

Learn more about Accounting & Finance careers at (**company name**) and hear from one of our past students. Watch our virtual information session video and find out from our staff what it's like to work at **company name**

## Qualifications

Academic:

- 2nd, 3rd or 4th year university business students, a concentration in accounting is preferred
- Strong desire to obtain a professional accounting designation (CPA)
- To be considered for employment, your most recent unofficial transcript(s) must be submitted with your application

Other:

- Excellent analytical, problem solving and communication skills
- Self-motivated, willingness to learn, attention to detail and demonstrated leadership
- Geographic mobility

Start date: September 3, 2019

Work term: 4 or 8 months

Location: Edmonton, AB or Calgary, AB

## Your benefits

- Successful networking and mentoring programs enable you to spend time with managers from across the organization to learn about other departments and opportunities. Also allows you to connect with peers at a similar experience level.
- Continuous learning environment encourages you to augment your skills and capabilities - i.e. improve your knowledge of SAP and Excel functionality, increase your understanding of the Oil & Gas industry, and sharpen analytical and time management skills.
- One scheduled Friday off per month.
- Term relocation assistance is available for those who qualify

- We are a CPA Pre-Approved program provider in Alberta and in Newfoundland and Labrador. All roles within our Accounting and Finance organization are structured to provide the necessary work experience to obtain your CPA designation.

### Who we are

A leading member of Canada's energy industry, Imperial offers exciting opportunities as Canada's largest petroleum refiner, a major producer of crude oil, a key petrochemical producer and leading fuels marketer from coast to coast. We are committed to high standards, applying technology and innovation to meet energy demands in a safe, reliable and environmentally sound manner.

### Other considerations

- For applicants selected to be interviewed, pre-employment background screening will be required.
- We thank all those who apply; however, only those candidates selected for interviews will be contacted.

### Eligibility to work in Canada

All applicants who receive an offer of employment must be eligible to work in Canada on their start date. Proof of eligibility shall be in the form of a Canadian birth certificate, Canadian passport, Canadian citizenship certificate, Canadian certificate of permanent residence, Canadian open work permit or receipt from Immigration Canada of an application for a post-graduate work permit. Proof of eligibility must be current and valid (not expired, cancelled or voided). Proof of eligibility will be required if an offer of employment is made. Failure to provide proof of eligibility at least six (6) weeks prior to the start date may result in the offer of employment being rescinded.

Application deadline: May 26, 2019, 11:59PM MST

**(Company name)** is committed to providing equitable treatment and equal opportunity to all individuals.

In certain situations, **(Company name)** may use your application to consider your suitability for other positions in the company and may also provide the information to its affiliates, including affiliates of xxxxx Corporation, in connection with possible opportunities at those affiliates.

## Job Description

Job Title:	Auditor, IT Internal Controls and Audit
Length of Term:	8 months with possibility of extension
Business Unit:	
Location:	Toronto Office
Salary:	\$20 to \$25 / hour based on the candidate
Reports to:	Sr. Manager, IT Internal Controls and Audit
Date:	April 1, 2019

Preference will be given to 4<sup>th</sup> year students enrolled in the Information Technology Auditing & Assurance program.

Reporting to the Senior Manager, IT Internal Controls and Audit, this position is responsible for testing the design and effectiveness of internal controls, including evaluation of risks, processes and management practices related to information technology. This role will provide the opportunity to combine your technical, auditing and people skills to discuss findings with the business, write audit reports, and interact with the external auditors. You will join a dedicated and motivated team with exposure to multiple departments outside of IT and opportunities to travel to our various international locations (mostly Europe and possibly Australia).

### Key Responsibilities

- Execute internal control SOX reviews and audits in the areas of IT infrastructure, processes, applications, operations, information security and emerging technologies
- Reviews will focus primarily on IT General Controls and IT Application Controls using the COBIT framework and in adherence to the IIA Professional Standards
- Responsibility for all aspects of the review including planning, fieldwork, recommendations, client interactions, follow-ups and report writing
- Develop and apply testing scripts and automation to streamline test execution;
- Work with the Senior Manager to develop and present the risk-based annual IT audit plan
- Respond to external auditor queries and help expedite collection of PBCs

### Skills and Capabilities

- Canadian citizenship and valid passport
- Flexible schedule and strong interest to travel nationally and internationally (expected 40-60%)
- Experience in either IT Internal Controls/Audit and/or Big 4 accounting firm with experience in IT assurance
- Ability to interpret complex information, exercise professional judgement, and clearly articulate and influence outcomes through effective verbal and written communication
- Pursuing a post-secondary degree in an Information Technology related field such as Computer Science or IT Management or suitable combination of education and experience
- CISA and/or CISSP designations
- A deep understanding of inherent technology risks and the ability to translate these risks into business language
- Excellent interpersonal skills and ability to cultivate relationships with Senior Management

## Desirable

- CPA and/or CIA designations
- Knowledge of Audit assurance, governance and control frameworks such as COBIT, ISO, and NIST, Service Organization Controls (SOC) Reporting standards
- Applications development including Agile methodology, mobile, SQL, Cloud, etc.
- Information security and technical IT infrastructure knowledge of key infrastructure technologies (e.g. Operating Systems (Windows/UNIX/Mainframe), databases (SQL, Oracle, DB2, etc.), networking, middleware, Cloud and Cyber, etc.

## Behavioural Competencies

Communicates Effectively	Results Focused	Job Knowledge	Customer Focus
Innovation	Decision Making	Collaboration	Commitment & Resilience
Flexibility & Adaptability	Leadership	Quality Focused	Planning & Organising

## Our values

- Focus on the customer
- Work as a team
- Strive for excellence
- Have courage
- Show passion

# Job Title: Engineering and Computer Science Students

(COMPANY NAME)

## Job description

Company Name is recruiting students to assign to two positions located in the Upstream department and location in Calgary, Canada. You will be assigned to a specific position in the Upstream department based on your interests, skills, knowledge and experience as well as Company Name business needs.

By applying to this job posting, you will be considered for all available student positions within the Company Name IT (EMIT) organization. If you have a preference for a certain role, please indicate that in your cover letter.

- Digital Technology Analyst – Student: The Upstream Digital Technology Analyst will work closely with the Upstream IT Digital Accelerator Team to work digital initiatives for the Upstream Customers across Canada. This role will allow you to develop your business knowledge of the oil and gas industry, experience working in a global IT organization and communication skills through extensive collaboration within Imperial Oil and ExxonMobil teams across Canada and around the world. In this role, you will learn and support the team SharePoint website to improve team collaboration, interface with other IT teams locally and globally to support the effective delivery of technical solutions, process improvements and support to resolve issues in a timely manner, coordinate other IT activities as needed to support a broad range of Upstream customers across Canada etc.
- Technical Computing (UTC) Engineering Intern: The UTC Engineering Intern will be given a project that relates to the effective use of Upstream Engineering technology and promotes effective and efficient workflows using the appropriate technology. The UTC Engineering Intern works closely with Upstream Engineers and other UTC Engineers as part of their project work, providing workflow and technical consulting on Engineering applications, Engineering data and Best Practices. Other job responsibilities includes reservoir and facilities model development and optimization, providing guidance on effective application of Engineering technologies often delivered through new software capabilities etc.

Click in our link to hear from one of our past students.

## Qualifications

### Academic:

- 3rd or 4th year Computer/Electrical/Software Engineering, Computer Science or Information Systems students interested in a career in Information Technology returning to university and/or
- 3rd or 4th year Chemical/Petroleum/Mechanical Engineering degree students interested in a career in Engineering and Information Technology returning to university
- Prior internship in oil industry is preferred, but not required
- To be considered for employment, your most recent unofficial transcript(s) must be submitted with your application

### Other:

- Knowledge of SharePoint web development is an asset
- Scripting and programming knowledge
- Strong interpersonal, listening, verbal and written communication skills
- Ability to work effectively in a team environment to accomplish organizational goals
- Demonstrate sound analytical and problem-solving skills

- Highly motivated individual able to work with minimum supervision
- Capability to rapidly learn and apply new IT technologies and then to teach and train others
- Flexibility in dealing with changing priorities and short deadlines
- Process/detailed oriented, strong ability to prioritize tasks and organize work
- Innovative, “outside the box” thinker

Start date: September 2019

Work term: 12 months preferred, 8 months considered

Location: Calgary, AB

#### Your benefits

- You will have the opportunity to work with teams of experienced employees and interact with other engineers during your work term
- Gain technical and business background in the operations of the oil & gas resource industry through participation in various networking programs
- Company Name supports and promotes a learning environment for all of our students, to utilize your current skills and develop new ones
- You will have the opportunity to work in a fast paced, highly technical and professional engineering work environment
- Term relocation assistance is available for those who qualify

#### Who we are

At Company Name we are an integral part of a worldwide network of business support centres that provide financial, technical, information service, transactional, and customer service support for Company Name global operations.

#### Other considerations

- For applicants selected to be interviewed, pre-employment background screening will be required.
- We thank all those who apply; however, only those candidates selected for interviews will be contacted.

#### Eligibility to work in Canada

All applicants who receive an offer of employment must be eligible to work in Canada on their start date. Proof of eligibility shall be in the form of a Canadian birth certificate, Canadian passport, Canadian citizenship certificate, Canadian certificate of permanent residence, Canadian open work permit or receipt from Immigration Canada of an application for a post-graduate work permit. Proof of eligibility must be current and valid (not expired, cancelled or voided). Proof of eligibility will be required if an offer of employment is made. Failure to provide proof of eligibility at least six (6) weeks prior to the start date may result in the offer of employment being rescinded.

Application deadline: May 12, 2019, 11:59 PM MST

Company Name is committed to providing equitable treatment and equal opportunity to all individuals.

Term: 2019 – Summer

Position Type: Human Resources Management Internship/COOP Program

Job Title: Learning design and content curation support officer and/or Relationship Management and Needs Assessment support officer

Number of positions: 2

Duration: 4 months

Job City/Location: NCR, Toronto area

Job Description:

Provide support related to relationship management, needs assessment and environmental scanning as well as learning content development/curation to learning specialists and subject matter experts on files relating to learning on Respectful & Inclusive Workplace, such as Mental Health, Occupational Health & Safety, Diversity, Positive Space, Harassment and violence prevention, etc. Main responsibilities could include and are not limited to:

- Collaboration with policy centres, communities of practice, internal and external stakeholders to ensure relevance, accuracy and quality of learning content.
- Provide support in supporting initial assessment by conducting extensive consultation and intelligence gathering required in managing the research of learning needs including online research and consultation with internal colleagues.
- Scans for and analyzes existing learning solutions, both governmental and non-governmental
- Provide support and partner with Subject Matter Experts and Learning Specialists to define, integrate and validate content according to identified learning needs
- Provide support to, help coordinate research and consultations necessary to ensure the content remains relevant, current and accurate
- Participate in/contribute to the preparation of briefings as required to inform senior management and relevant stakeholders on status of projects

Job requirements:

- Third Year of University completed in the following program Bachelor of Human Resource Management, Honours
- Experience in conducting research and/or analysis in an area related to social sciences

Competencies (those are some of the competencies listed on the poster):

- Communication
- Interpersonal connections Knowledge acquisition and application
- Social Responsibility and community engagement

Application/Documents required:

- Cover Letter
- Resume

Application deadline: 15th April 2019

Application to be submitted



# Job Title: Marketing Communications Coordinator Student

## Job description

The Marketing Communications team is responsible for developing and executing marketing communications activities that support our business objectives.

In this position, you will be assigned projects in support of (**company name**) Oil's Marketing Communications team. You will contribute directly to support, improve or lead marketing communications initiatives. You will work with our agencies and business partners.

You will interface with one or more of the following teams: Brand Wholesale Sales, Field Marketing, Sponsorship Advisor, (**company name**) territory managers and key 3rd party vendors. You will develop your marketing, communications, influencing and analytical skills in this role.

## Qualifications

### Academic:

- 3rd or 4th year university student with a Marketing or Business designation
- Experience in marketing, sales or another customer-focused function would be an asset
- To be considered for employment, your most recent unofficial transcript(s) must be submitted with your application

### Other:

- Strong communication (oral and written), interpersonal and leadership skills
- Strong project management, analytical, time management skills and a solid proficiency with Excel and PowerPoint
- Proficiency with database programs and IS systems is an asset
- The ability to conduct business effectively in both English and French is an asset
- A valid driver's license and a safe driving record are requirements for this position

Start date: September 3, 2019

Work term: 8 or 12 months

Location: Calgary, AB

## Your benefits

- You will have the opportunity to work with a team of experienced employees during your work term
- (**company name**) supports and promotes a learning environment for all of our students, to utilize your current skills and develop new ones
- You will have the opportunity to work in a fast paced, highly technical and professional work environment
- Term relocation assistance is available for those who qualify

## Who we are

A leading member of Canada's energy industry, (**company name**) offers exciting opportunities across our upstream, downstream and chemical, and corporate divisions. We are committed to high standards, applying technology and innovation to meet energy demands in a safe, reliable and environmentally sound manner.

No matter what your career path, we provide the platform to elevate your goals and achieve your ambitions, while providing support through wide-ranging programs and benefits.

#### Other considerations

- For applicants selected to be interviewed, pre-employment background screening will be required.
- We thank all those who apply; however, only those candidates selected for interviews will be contacted.

#### Eligibility to work in Canada

All applicants who receive an offer of employment must be eligible to work in Canada on their start date. Proof of eligibility shall be in the form of a Canadian birth certificate, Canadian passport, Canadian citizenship certificate, Canadian certificate of permanent residence, Canadian open work permit or receipt from Immigration Canada of an application for a post-graduate work permit. Proof of eligibility must be current and valid (not expired, cancelled or voided). Proof of eligibility will be required if an offer of employment is made. Failure to provide proof of eligibility at least six (6) weeks prior to the start date may result in the offer of employment being rescinded.

Application deadline: May 20, 2019, 11:59 PM MST

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**Title:** Co-Op Student- Research & Co-Op Student- Microbiology

**Entity:** Company Name

**Location:**

**Duration:** 12 months: September 2019 – August 2020

**Note:** Candidates must be available 37.5 hours per week, Monday-Friday

**\*Please note this is a combined role with two positions, please state position of interest in Cover letter, otherwise one application is sufficient if you are interested in both positions**

**Company Name**

**Discover your future...**

Company Name university opportunities offer exposure to a fast-paced and collaborative environment. Student hires work side-by-side with biopharmaceutical professionals, providing an opportunity to make an impact in the lives of patients around the globe.

**Department Description: Analytical Sciences- Research Student**

The **Analytical Research and Development (ARD)** division of Company Name focused on defining and implementing analytical test strategies that support development of new vaccine products. The Immunology Platform of ARD is involved in developing and optimizing immunological-based test methods for vaccines and vaccine components using a high level of scientific expertise in conjunction with novel techniques and state-of-the art technologies. These methods provide important characterization and routine testing support to vaccine bioprocessing and manufacturing groups within Company Name.

**Responsibilities:**

The candidate will assist scientists in analytical assay development to study the potency, purity, quantity, and/or stability of new protein and/or virus-based vaccines products. Methodologies may include ELISA, biosensor platforms (ForteBio, Biacore), multiplex assay platforms (MesoScale Discovery (MSD), Luminex), monoclonal antibody screening and characterization, cell culture based assays (e.g. neutralization assays), plating and counting bacteria, and analyzing antigen-specific immune cell responses by flow cytometry, ELISPOT or MSD. In addition, the candidates will be involved in participating in lab, departmental, and divisional meetings, and assisting with inventory management including the recording of inventories and transfer of samples within temperature storage units (including liquid nitrogen, -80°C, -20°C, and 4°C).

Working within one of the most highly regulated industries, the candidate will have the opportunity to develop the ability to function creatively within a team, while maintaining attention to strict compliance. The candidate will acquire knowledge of industry guidelines and regulations. The individual will be required to work within the policies, procedures and regulations as required by the Company and under the Occupational Health & Safety Act.

**Department Description: Analytical Sciences, Microbiology**

The Analytical Sciences Department develops and optimizes analytical test methods for new vaccines and other products, respecting project timelines and constraints. Test methods could be use as release, stability, and characterization assays for new vaccine and other biological products.

**Responsibilities:**

- Support Microbiology Scientist in development of microbiological test methods (e.g. alternative endotoxin tests, purity testing, sterility, container closure integrity)
- Conduct, with minimal supervision, laboratory experiments that are scientifically valid, accurate and properly documented according to established procedures and relevant quality guidelines.
- Assist with equipment procurement / setup, coordination of sample receipt from production / QC, etc.
- Drafting of documents (e.g. protocols, reports).

**Basic qualifications:**

- Must be currently enrolled as a student at an accredited university and have completed at least one year of study, with plans to return to school after the assignment
- Working towards a degree in Microbiology, Immunology, Virology, Biology, Biochemistry, Molecular Biology or biotechnology
- Minimum GPA of 3.0 on a 4.0 scale or 8.0 on a 12.0 scale
- Proficient use of MS Office, including Excel, Outlook, PowerPoint, and Word
- Must be legally entitled to work in Canada

**Preferred qualifications:**

- Able to work independently and in collaboration with others
- Strong organizational skills, attention to detail, and analytical skills
- Strong written, verbal, and interpersonal communication skills
- Experience in basic immunology and/or microbiology laboratory techniques
- Working knowledge of, or experience with, ELISAs, flow cytometry, mammalian cell culture, bacterial culture, would be a strong asset

**Application Instructions:**

- Apply through your school's career services website
- As a required part of Company's application process, please also apply through our website following the steps below:
  1. Go to company website
  2. Search R2474513 and select "Company Name Co-Op University Recruitment Program"
  3. Click "Apply" and follow steps to apply online

*Company Name is an equal opportunity employer committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request.*

*Thank you in advance for your interest.*

*Only those candidates selected for interviews will be contacted.*