

## Job Posting: 8530 - Position: Business Analyst Co-Op Student

<b>Co-op Work Term Posted:</b>	Summer 2019
<b>Application Deadline</b>	01/29/2019 11:59 PM
<b>Application Method:</b>	Career Bridge
<b>Posting Goes Live:</b>	01/02/2019 3:32 PM
<b>Job Posting Status:</b>	Approved

### Company Information

<b>Organization</b>	TransCanada
<b>Salutation</b>	Ms.
<b>Job Contact First Name</b>	Jane
<b>Job Contact Last Name</b>	Doe
<b>Contact Title</b>	Student Programs Advisor
<b>Address Line One</b>	450 1st Street SW
<b>City</b>	Calgary
<b>Province / State</b>	Alberta
<b>Postal Code / Zip Code</b>	T2P 5H1
<b>Country</b>	Canada

### Job Posting Information

<b>Term Posted</b>	Summer 2019
<b>Job Title</b>	Business Analyst Co-Op Student
<b>Duration</b>	8-16 Months
<b>Job Location (City/Town)</b>	Calgary
<b>Job Location (Province/State)</b>	Alberta
<b>Job Description</b>	

TransCanada's Canadian Gas Operations (CGO) department has three exciting student co-op/internship opportunities, located in TransCanada's Calgary office. The following teams are actively seeking high-potential BBA/BCom students to drive business performance and support their goals:

- The **Pipe Integrity Safety & Quality Management Team** develops and tracks the performance metrics of the Pipe Integrity and the Technical Services implementation programs.
- The **Corrosion Prevention Projects & Engineering Team** is responsible for the development and execution of TransCanada's Canadian corrosion prevention program through the application of cathodic protection and AC mitigation to ensure adequate protection against external corrosion.
- The **Business Management Team** is responsible for the development of the CGO capital and operating programs.

As an internship student, you'll be responsible for the collection, validation, analysis, and communication of programs costs, and assets performance-related information to support the above programs. The

work scope may include use of financial, project, or assets management systems/tools to ensure accurate data entry, and preparation of cost and project performance analysis.

During your work-term, you will gain a solid understanding of the analytics, reporting, document writing and research to support day-to-day tasks required to analyze and support optimization strategies for our CGO programs.

## Responsibilities:

- Assisting in the collection, and validation and analysis of data;
- Assisting in the development, support and tracking of Key Performance Indicators (KPIs);
- Identifying opportunities to streamline and enhance processes;
- Preparing data/summary reports, graphs, slideshows, presentations;
- Coordination of meetings and various project activities;
- Navigating TransCanada's applications, databases, and datasets;
- Supporting data validation and consistency checks;
- Assisting with other tasks, as required.

## Job Requirements

### Required:

- Currently enrolled in a Bachelor of Business Administration or Bachelor of Commerce program at a post-secondary institution;
- Must be enrolled in a Co-op or Internship program at a recognized post-secondary institution for the duration of the work term;
- Intermediate to Advanced understanding of Microsoft Office applications, with emphasis on Excel, is required;
- Passion for quality, compliance to standards, and continual improvement;
- Exhibit a safety mindset, in a professional and personal setting;
- Legally entitled to work in Canada by way of Canadian Citizenship, Permanent Residency or a valid work permit.

### Preferred:

- Previous experience working with SAP is considered an asset;
- High proficiency in automated data management programs is considered an asset;
- Well-developed database and Power BI capabilities would be an asset;
- Microsoft Excel macros knowledge is considered an asset;
- Highly motivated individual with strong interpersonal skills to effectively work in a collaborative team environment;
- Ability to multi-task effectively in a fast-paced environment and maintain a strong focus and attention to detail;
- Able to effectively prioritize and adapt with changing priorities.
- Excellent analytical and problem-solving skills, with the capacity to manage large quantities of data.

**Preferred Academic Level** Undergraduate

**All Programs** No

**Targeted Degrees and Disciplines**

Bachelor of Management (BMGT)

Accounting  
Computer Science BMgt  
Economics BMgt  
Finance  
General Management  
Human Resource Management & Labour Relations  
Indigenous Governance and Business Management  
International Management  
Management Information Systems  
Marketing  
Political Science BMgt

**Projected Start Date**

May 01, 2019 12:00 AM

**Projected End Date**

December 31, 2019 12:00 AM