Position: Broadband Financial Support Specialist Student

Term: Fall 2021 (September 7, 2021 – December 17, 2021)

About Us:

CENGN is Canada's Centre of Excellence in Next Generation Networks. Our mission is to drive technology innovation and industry growth through our test bed, technical expertise, talent development, and partner ecosystem, to enable economic strength and prosperity as well as innovation and competitiveness for Canada in the high-growth global multi-trillion-dollar Information and Communications Technology (ICT) industry.

CENGN collaborates with national and global technology leaders, the public sector, and academic partners, to solidify Canada’s leadership in advanced networking technology for the benefit of all Canadians. Our members and partners are a crucial part of CENGN’s operation, providing us with the technologies and support needed to enable our service offerings to Canadian small and medium enterprises.

By providing growing Canadian businesses with the infrastructure and expertise required to test their products, these tech startups and scale ups can overcome commercialization barriers. CENGN provides these businesses with full support of the development, validation, and exposure of their innovative solutions. CENGN also develops Canadian talent through co-op and internship opportunities as well as training offerings. Approximately 40 students complete CENGN internships annually to strengthen their knowledge and understanding of their position by tackling new and exciting challenges.

CENGN’s ecosystem includes members Bell Canada, Cisco, EXFO, Invest Ottawa, Juniper Networks, Mitel, Nokia, Ribbon Communications, TELUS, and Wind River. CENGN also partners with the federal government through the Networks of Centres of Excellence (NCE) and the Ontario government through the Ontario Centres of Innovation (OCI).

What We offer:

- An environment providing flexibility of working hours and location
- The reward of contributing to the Canadian ICT sector and helping to stimulate economic development
- The benefit of a small company in a modern setting with opportunities for growth
- The ability to work on real and impactful work that contributes directly to the company’s success
- The freedom to share and execute your own ideas that are nurtured and encouraged
- The advantage of working with other students, full-time staff, and our executives who are all passionate about their individual contributions to CENGN
- Work in a consortium organization gaining exposure to the most innovative small business as well as the most well-established telecom companies in Canada and the world
- The gain of working with cutting edge and relevant technology

For more information, visit www.cengn.ca
The Opportunity:

As a student, you will be reporting to the Senior Manager, Broadband Programs, where you will support the team with administrative and financial tasks.

You will work alongside CENGN’s Broadband Innovation Specialist to strengthen and perfect organizational practices.

This position may involve participation in events which require the student to be available outside normal working hours on a few occasions during the placement. Applicants should expect to be required to work irregular hours 1-3 times during the contract.

Key Responsibilities:

We are seeking a highly skilled and motivated individual to fulfill the co-op role on CENGN’s Accounting team. Key responsibilities in doing so include the following:

• Assisting the team with administrative and financial tasks
• Working on month end reports
• Processing invoices for the company
• Logging journal entries
• Reviewing and filing company expense reports
• Responding to queries in a timely and professional manner
• Working with other departments at CENGN

Key Competencies/Qualifications:

• Highly proficient with MS Office applications such as Excel, Word and PowerPoint
• Ability to get things done in a logical and productive manner
• Committed to meeting strict deadlines
• Communicate effectively both verbally and in writing
• Be flexible and have a positive attitude in approaching all duties and assignments
• Ability to work efficiently while maintaining strong attention to detail
• Solid judgement in setting priorities, identifying issues and determining action required
• Excellent organizational and time management skills
• Strong commitment to team environment dynamics with the ability to thrive as a team member as well as independently

Education:

Post-secondary studies in Finance, Accounting, Business or related discipline
Eligibility

Students who are enrolled or have graduated from post-secondary institution programs which provide the relevant background and aptitude to work and enhance their skills as per the requirements of CENGN's listed student postings will qualify for internships under this program.

- Students can be at the undergraduate level (current students) or graduate level (current masters and PhD students), or they may be recent undergraduate and master graduates within three years of graduation from an Ontario-based post-secondary institution.
- The student must be eligible to work in Ontario and have employee status at the company for the duration of the internship (Canadian citizen, permanent resident, or on a work/student visa).
- The student may not apply with a company where there is any conflict of interest, including, but not limited to, a company where the student or relatives have any control as a major creditor or shareholder or governing board.
- As a condition of employment and in accordance to CENGN's Code of Conduct Policy, all students must maintain a clean criminal record. CENGN engages a third-party provider to verify student backgrounds prior to the start of the internship.

Languages:

- English oral, reading and writing
- Competency in any other language could be considered an asset

Interested and qualified candidates are invited to upload their resume in confidence to CENGN through the following link, Resume submission - CENGN Application Portal - Service Desk. Please select "Broadband Financial Support Specialist Student" as the position title.

CENGN thanks all applicants for their interest, however, only those selected for an interview will be acknowledged. CENGN is an equal opportunity employer.