

Project Management Student

Employer: OLG

Posted: 12 months ago

ES Job ID: 14060

Sector(s): Other

Closing Date: April 05, 2023

Location: Sault Ste. Marie

Duration: Student

Job Description:

Project Management Student

Locations Available: Sault Ste. Marie (Hybrid)

Duration: Summer (May 2 - September 1, 2023)

Type: Student Full Time

Rate: \$18.23

GAME ON - OLG needs you

We've said GAME ON, and we mean it - OLG is rapidly transforming its organization to better serve Ontarians by delivering great gaming experiences through our digital, retail lottery, and land-based casino channels. In our fiscal 2019-20 year alone, OLG delivered over \$2.3 billion in net profit to the Province of Ontario. OLG is now expanding our horizons even further, with a new strategic direction, to become a world class gaming entertainment leader with a globally admired digital platform..

POSITION SUMMARY:

The student will work closely with various Lottery Project Management teams to support the governance, analysis, and reporting of the Lottery Project Portfolio. The objectives of the intern include consolidating and integrating project information, attending meetings to assist the Project Managers in meeting action plans, collecting and producing insightful analysis, and enhancing the overall efficiency and effectiveness of the Project Team.

WHAT YOU WILL BE DOING:

- The Project Management student will report directly to the Director, Lottery Portfolio and Project Management Office and will work with various project management teams
- Provide coordination and support to the Lottery Project and Portfolio Team
- Update, track, monitor and prepare reports related to the progress of projects, budgets, contracts, issue, risk, change, and action logs
- Ensure proper document management processes are followed and that the project team subject matter experts are informed and aware of project deadlines and milestones.
- Update and maintain project databases where required
- Attend meetings, create, and maintain documentation (minutes, action logs, etc.), support the creation of project artifacts.
- Liaise with project/program team members, senior level managers and other internal/external stakeholders

WHAT WE OFFER:

- Working as part of a large Technology and Digitally driven organization
- Being part of a collaborative working environment alongside OLG Leaders who support the growth and development of students
- Participate in Diversity and Inclusion initiatives across the organization including Pride Parade and Women's Leadership Programs
- Support OLG Charities including the Federated Health Campaign, United Way Campaign and other fundraising efforts for local charities

MORE ABOUT US:

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- OLG Apps for Android and Apple devices on Google Play or App Store

Learn about OLG - GAME ON!

OLG's purpose is to contribute to a better Ontario by delivering great entertainment experiences for our customers. We are a multi-billion-dollar organization with a wide array of business lines including, lottery, land-based casinos, digital lottery and casino, horseracing, and charitable gaming. OLG is amidst a massive transformation focusing on being customer obsessed and bringing our digital business to a whole new level.

The key to our success is our people. Our culture will be grounded in true, positive partnerships that embrace trust, clarity, and openness in all that we do. We are supporting and empowering employees and teams across the organization through greater accountability, leadership development and growth opportunities. OLG is embracing more flexible work options and family friendly work practices including hybrid work.

Equity, diversity, and inclusion are essential elements of our culture and cornerstones of the Five Truths that OLGers Live by. At OLG, our employees have the space to be themselves and use their perspectives and skills to benefit the people and the Province of Ontario. OLG is an equal opportunity employer. We are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

While we are re-shaping and growing our business, we are unwavering when it comes to living our purpose, and ensuring our business delivers meaningful benefits for the people of Ontario. OLG's net profits are reinvested back into the province, contributing to the quality of life for Ontarians.

To learn more about OLG go to our website at www.olg.ca

Required Skills:

WHAT WE'RE LOOKING FOR:

- Currently enrolled in a post-secondary program with a focus in Business, Technology, or related field
- An aptitude for learning on the job
- Ability to manage time, prioritize multiple deliverables in a deadline driven environment
- Strong business acumen with solid analytical skills - ability to use critical thinking to inform effective decision making
- Ability to work both independently and in a team environment, demonstrate initiative and adapt to changing priorities, people, and processes
- Solid interpersonal skills and the ability to work independently and as part of a team
- Excellent interpersonal and communication skills (verbal and written), able to adapt to a variety of audiences including senior management
- Exceptional experience with the MS Suite of tools

How to Apply:

We look forward to hearing from you, interested applicants please apply online at

https://olg.wd3.myworkdayjobs.com/Careers/job/Sault-Ste-Marie-Ontario-Canada/Project-ManagementStudent_R23_00233
by April 5, 2023.

OLG is an equal opportunity employer. We are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact Human Resources at careers@olg.ca if you require accommodation at any time throughout the hire process.

We thank you for your interest in this opportunity; however only those individuals selected for an interview will be contacted.

Personal information is collected by the Ontario Lottery & Gaming Corporation (OLG) and/or its third party service provider(s) under the authority of the Ontario Lottery and Gaming Corporation Act, 1999, SO 1999, c 12, Sch L and the Employment Standards Act, 2000, S.O. 2000, c. 41 (as amended) and will be used for the purpose of determining qualifications for employment with OLG and for recruitment modernization initiatives. The information will be managed in accordance with all applicable laws, OLG's Protection of Privacy Policy (the Policy) and related policies and procedures. For any questions about this collection, please contact careers@olg.ca, 800-70 Foster Drive, Sault Ste. Marie, ON, P6A 6V2