



THE FUTURE
OF AIRCREW TRAINING

SKYALYNE

Job Title: Student Intern - Business Administration

Job Location: Ottawa

Position reports to: Executive Assistant

SKYALYNE: TRULY CANADIAN TRAINING

SkyAlyne is a partnership between Canadian aviation and defence leaders, CAE and KF Aerospace, formed to provide a truly Canadian solution for Canada's Future Aircrew Training (FAcT) Program. With its head office in Ottawa, it jointly manages this program with the Royal Canadian Air Force (RCAF). In conjunction with other major Canadian subcontractors, it provides overall management, aircrew training, aircraft maintenance, site services, facilities management, and information management/information technological support to three training sites: Moose Jaw, Saskatchewan; Southport, Manitoba; and Winnipeg. At these sites, its primary role is to jointly, with the RCAF, provide military aircrew training for military pilots, air combat systems officers, and airborne electronic sensor operators. SkyAlyne is an environmentally friendly, diverse, inclusive, and safety-conscious employer.

Job Overview:

The Student Intern in Business Administration will support the Executive Assistant (EA) and the Senior Leadership Team (SLT) in a variety of administrative tasks. This position offers an opportunity to gain hands-on experience in a corporate setting, while contributing to the efficiency of the office. The intern will have the chance to develop skills in organization, communication, and project management, within a fast-paced, professional environment.

Duties and Responsibilities:

- Assist in typing or word-processing of documents, including letters, memos, reports, and presentations.
- Proofread and evaluate documents including reports, presentations and policies to ensure accuracy, clarity and consistency with company standards.

- Apply stringent data protection protocols to manage sensitive documents related to the company's operations.
- Help in scheduling appointments and arranging travel plans for the General Manager (GM) and the SLT.
- Support the maintenance of confidential records and the handling of invoices.
- Participate in the planning and coordination of meetings for the GM and SLT, including preparing materials and information.
- Provide project-based research support and assist in managing multiple projects.
- Offer support to the Program Manager's Administrative Assistant as required.

Qualifications and Experience:

- Currently enrolled in a Degree or post-secondary program related to Business Administration or a related field.
- Strong interest in gaining experience in an administrative role within a corporate or government aviation environment.
- Familiarity with MS Office (Word, Excel, PowerPoint, and Outlook) is preferred.
- Excellent organizational skills and the ability to adapt to new tasks and challenges.
- Strong oral and written communication skills in English; fluency in French would be considered an asset.
- Must be eligible to work in Canada and able to obtain Government security clearance if required.

What We Offer

- Paid vacation.

At SkyAlyne, we are committed to establishing a team that represent a variety of backgrounds, perspectives and skills that represent the Canadian and First Nations communities as we prepare the next generation of Royal Canadian Air Force (RCAF) pilots and aircrew with the best training solution.

SkyAlyne is an equal opportunity employer, and encourage applicants from all backgrounds, including those with disabilities. If you are contacted as part of our selection process, we encourage you to notify us of any adaptive measures or accessibility needs and we will make every effort to accommodate these.

How to Apply

Ready to take the next step? Simply submit your resume, cover letter, and any other required documents directly through Indeed to get started on this exciting opportunity! [Summer Intern-Business Administration - Kanata, ON - Indeed.com](#)