

June 4, 2019

Summer Student Job Postings (highschool & college)

Kitsumkalum Economic Development

Deadline to apply: June 14, 2019

1. ADMINISTRATIVE ASSISTANT

- Preferably a college student -Will be assistant to Financial Admin.
- Organized; detail oriented; willingness to learn; Interest in accounting & bookkeeping
- Duties: Handle administrative requests from senior management; data entry; filing; take notes

2. EXECUTIVE ASSISTANT

- Preferably a college student -Will be assistant to General Manager
- Organized; detail oriented; knowledgeable with computers: word, excel, notes taking, scheduling appointments, email & email etiquette; must be efficient with scanning, printing, copying & filing.
- Duties: Handle general requests from GM; act as primary point of contact for the GM; manage GM calendars; take meeting minutes; project research; preparation for meetings.

3. RECEPTION/ADMIN

- College or high school student -Will be assistant to Office Manager
- Organized; detail oriented; willingness to learn; have phone & email etiquette; knowledgeable with computers: excel & word; must be efficient with scanning, printing, copying & filing; have license and vehicle an asset; Interest in Administration.
- Duties: Handle general requests from Office Manager; provide general office support; run errands as needed; work on daily spreadsheets; help keep projects organized; general paperwork & submission; daily household duties(such as get coffees/teas, food, clean counters, keep office areas tidy)

4. GENERAL LABOURER

- College or high school student -Will be assistant to the Kalum Quarry Manager
- General Interest in labour or trades work
- Duties: Handle all requests from Quarry Manager; Manual Labour Work: washing, greasing, ability to do heavy lifting, etc.

Submit a resume to:

Kitsumkalum Economic Development

Office: 14303 Hwy 16, Terrace BC

Email: r.munroe@kitsumkalum.bc.ca