



SUMMER STUDENT POSITIONS AVAILABLE

- ***Administration (department to be determined)***

DURATION OF EMPLOYMENT: May 2019 to August 2019

EXTERNAL POSTINGS: COMPETITION # 02 - 19

APPLICATIONS WILL BE ACCEPTED UNTIL FEBRUARY 8, 2019 – 4:30 p.m.

KNOWLEDGE AND SKILLS REQUIRED:

- A demonstrated proficiency in Microsoft Office Suite 2007
- A strong ability to enter data and pay attention to details
- Excellent organizational and time management skills
- Excellent interpersonal skills and the ability to interact with clients in a professional manner
- The demonstrated ability to keep information confidential

QUALIFICATIONS:

Enrolment in a College or University is required. A valid driver's license is preferable. Physical labour may be required for Building Maintenance.

Hiring priority will be given to children of CAS SD&G employees.

SALARY: \$15/hr. minimum to \$20/hr. maximum, based on experience within the organization.

Please forward your updated resume, cover letter and posting number to Julie Clément, Director of Human Resources at julie.clement@cwcas.ca by deadline stated above. Please specify which position you are applying for.