

CO-OP STUDENT PLACEMENT OPPORTUNITY

POSITION TITLE:	Finance & Administration Assistant
DEPARTMENT/DIVISION:	Corporate Services
SUPERVISOR:	Laurie Fors – Supervisor, Budgets & Capital Program
LOCATION:	Victoriaville, Thunder Bay
NUMBER OF POSITIONS AVAILABLE:	1
PREFERRED TIME OF DAY:	Morning

GENERAL DUTIES:

- Provide accounting support and services related to the Finance Department
- Sorting and organizing invoices and documentation
- Assist with data entry and special projects
- Provide general office support including photocopying
- Organizing and filing documents and
- Provide general office support

POSITION QUALIFICATIONS:

- Must be highly motivated
- Must work well in a team environment
- Must be able to work with minimal supervision
- Must be proficient in the use of computers and current related software (Word, Excel, Outlook). Use of SAP is optional
- Must be able to deal with the public in a courteous and tactful manner.

Business casual office attire required.