



Big Interlake Mechanical

Summer Student Opportunity
Big Interlake Mechanical
20128 Sheringham Road
St. Laurent, MB R0C 2S0

Position: Office Assistant

Qualifications:

Positive Attitude
Customer Service Focused
Attention to Detail
Office Experience desired and will train suitable candidate
Desire to excel with assigned tasks

Common Duties:

Sorting and Scanning
Maintaining Office Area - sweep, mop, windows, receptacles
Maintaining Bathroom
Scanning and Filing Documents
Selling Memberships, filling out order forms for customers ordering parts

Other Duties:

Yard Maintenance - mowing lawn, trim work, sign maintenance

Position Hours: 20 to 37.5 hours per week Monday to Friday

Big Interlake Mechanical is a teamwork focused business that believes in collaborating to create success, we are a respectful workplace and work hard to maintain integrity with our valued customers through communications and quality service.

This opportunity is in partnership with the Manitoba Metis Federation Summer student program, applicants must have a valid Metis Card and be a student, returning to studies in the fall.

Resumes and questions can be sent to jessica@biginterlake.ca or in person at Big Interlake Mechanical (appointment preferred for in person questions), only those considered for an interview will be contacted. Position open until filled and if the candidate has a successful season it may result in continued part time employment throughout the academic year.