

Job Posting: 3803 - Position: Administrative Co-op Student

Co-op Work Term Posted: 01/05 11:59 PM
Application Deadline Application Method: Career Bridge
Posting Goes Live: 01/04 1:33 PM
Job Posting Status: Expired

Company Information

Organization Agriculture & Agri-Food Canada
Salutation Ms.
Job Contact First Name Jane
Job Contact Last Name Doe
Contact Title Administrative Assistant
Address Line One 1234-1st Avenue South
City Lethbridge
Province / State Alberta
Postal Code / Zip Code T1K 3M4
Country Canada

Job Posting Information

Term Posted Spring
Job Title Duration Administrative Co-op Student
Job Location 4 Months
Job Description Job description: Lethbridge

Spring

Working with the administration team of the Lethbridge Research and Development Centre to assist the Acting Associate Director of Research, Development and Technology to develop strategies to deal with storage, equipment and space issues.

List of duties:

- To create a list of refrigerated and frozen storage units at the centre, including type of samples, date of collection and alternative storage/disposal solutions
- To create a list of equipment to be surplus and assist groups and Corporate Management Branch with the associated process
- To collect and organize information regarding space distribution at the centre, as instructed by the acting ADRDT
- To assist the ADRDT team with daily administrative tasks, based on operational needs

Job Requirements

- Must be a Canadian citizen
- Must have skills required to perform above duties

- Students from a range of academic backgrounds could likely apply (science, management, finance, etc.).

Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Arts (BA) Bachelor of Management (BMGT) Bachelor of Science (BSC) Accounting Agricultural Biotechnology Agricultural Studies Applied Statistics Archaeology & Geography Biochemistry Biological Sciences Chemistry Economics BA Economics BMgt Environmental Science Finance General Major - Science General Management Geography Human Resource Management & Labour Relations
Projected Start Date	January 02 12:00 AM
Projected End Date	April 27 12:00 AM