

## CO-OP STUDENT PLACEMENT OPPORTUNITY

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<b>POSITION TITLE:</b>	Storekeeper (Relates to Careers in retail, mechanics, heavy equipment mechanics, purchasing, stores and warehouse operations and project management)
<b>DEPARTMENT/DIVISION:</b>	Corporate Services & Long Term Care/Supply Management
<b>SUPERVISOR:</b>	Cathy Bevilacqua, Supervisor – Supply Management
<b>LOCATION:</b>	Various
<b>NUMBER OF POSITIONS AVAILABLE:</b>	1
<b>PREFERRED TIME OF DAY:</b>	Morning or afternoon

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### GENERAL DUTIES:

- Assist with setting up a formal stores location at Pioneer Ridge, including:
  - Labeling shelves
  - Completing material masters for input to the computer system
- Assisting with other stores related tasks at Stores - South, North, and Transit

### POSITION QUALIFICATIONS:

- Must be highly motivated, 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)
- Must be able to deal with the public in a courteous and tactful manner
- Must be physically fit
- CSA approved steel toe boots required.