

CO-OP STUDENT PLACEMENT OPPORTUNITY

POSITION TITLE: Printing & Imaging Assistant

DEPARTMENT/DIVISION: Supply Management

SUPERVISOR: Phil Boutotte, Supervisor – Supply Management

LOCATION: 125, Syndicate Avenue S, Victoriaville Mall

NUMBER OF POSITIONS AVAILABLE:

PREFERRED TIME OF DAY: Afternoon

GENERAL DUTIES:

- Assist with copying and printing.
- Assist with graphic design requests and sign building.
- Assist with customer service.

POSITION QUALIFICATIONS:

- Must be highly motivated, work well in a team environment.
- Must be able to deal with the public in a courteous and tactful manner.
- Must possess good customer service skills.
- Must comply with specific work attire (i.e closed toe, closed heel shoes, business casual dress attire).