

## CO-OP STUDENT PLACEMENT OPPORTUNITY

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<b>POSITION TITLE:</b>	Assistant Digital Duplicator Operator (Careers related to Printing, Printing & Graphics, and Production Works)
<b>DEPARTMENT/DIVISION:</b>	Corporate Services & Long Term Care/Supply Management
<b>SUPERVISOR:</b>	Allan Hensel - Supervisor - Supply Management (Procurement, Printing + Imaging Services)
<b>LOCATION:</b>	Printing & Graphics – Victoriaville Mall
<b>PREFERRED TIME OF DAY:</b>	Morning or Afternoon

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### GENERAL DUTIES:

- Copy documents
- Hole punch documents
- Sort documents
- Label documents
- Assemble signs
- Assemble packages
- Operate stuffer, laminator and paper cutter

### POSITION QUALIFICATIONS:

- Must be highly motivated, work well in a team environment
- Must be able to work with minimal supervision
- Must be able to deal with the public in a courteous and tactful manner
- Must be physically fit