



Corporate Services Student



Full time, Finch, Ontario

Hours: Monday-Friday (8:00 a.m.-4:00 p.m.)

Salary Range: To Be Determined

Start Date: April 30, 2018



At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.

SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead innovative projects to protect and enhance our local environment.

POSITION DETAILS:

The incumbent will work in a multi-disciplinary team environment. Responsibilities are to assist in the completion of activities concerning the Authority's administrative, finance, human resources, information technology and office management functions. This position reports to the Director, Organization Effectiveness.

WHAT YOU OFFER:

- Attending college or university; studying environmental, business or related field.
- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Enthusiasm, determination and the ability to work independently.
- Familiarity with computers and Microsoft Office programs.
- Bilingualism (French and English) is an asset.
- Reliable transportation to and from the office.
- Valid Class "G" Ontario Driver's License.

LOCATION:

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.



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SUBMISSION INFORMATION:

Forward resumes, a writing sample and references by 8:00 am on February 2, 2018 to:

Hannah Jackson
Accounting Analyst, Corporate Services
hjackson@nation.on.ca

Please quote '*Corporate Services Student*' in the subject line. Submitted resumes must be in Word or pdf format.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted. This position is funding dependent, the number of positions will be dependent on the amount of funding received.

South Nation Conservation Authority is committed to providing materials in an accessible format and with communication supports to persons with disabilities, upon request.