



SUMMER EMPLOYMENT STUDENT OPPORTUNITY 2019

REQUIREMENTS FOR ALL SUMMER STUDENTS:

To be considered for summer student employment with Synergy North, students **must** have been attending school on a full-time basis for the 2018-19 school year, **and** **be returning** to full-time studies for the 2019-20 school year.

HUMAN RESOURCES & SAFETY – *one position*

Qualifications:

- Enrolled in a post-secondary Program (preferably with a major in Human Resources and specifically with an interest in Workplace Safety) and returning as a full time student in the fall of 2019. *Preference will be given to students who have completed first and/or second year.*
- Experience with data entry and Microsoft Office software (Excel, Word and PowerPoint).
- Excellent presentation, verbal and written communication skills.
- A motivated self-starter who can work well both independently and within a team environment.
- Strong analytical and problem-solving skills as well as good time management skills, with the ability to multi-task effectively.
- Must have an interest in Workplace Safety Management Systems.
- Must have and maintain a valid Ontario driver's license (Class G) and the use of a vehicle.

General Duties:

- Conduct inventory of hazardous materials and manage coordination of safety data sheet database.
 - Assist in incident investigations.
 - Attend and contribute to Joint Health & Safety, Ergonomic Change Team and Committed to Safety Meetings.
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HOURLY RATE: \$15.38 (May 1, 2018 rates)

INTERESTED STUDENTS ARE TO SUBMIT THE FOLLOWING DOCUMENTS BY EMAIL to recruit@synergynorth.ca. Please indicate the POSITION APPLY FOR and include the following:

- **COVER LETTER & RESUME**
- **COMPLETED TBHYDRO "SCHOOL VERIFICATION OF ENROLMENT FORM" (download blank copy from <http://www.synergynorth.on/Careers>) or Enrolment Verification Form provided by their respective post-secondary institution.**

NOTE THAT ALL SUCCESSFUL CANDIDATES WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A POLICE INFORMATION CHECK (PIC) AS A CONDITION OF EMPLOYMENT. INFORMATION REGARDING THE PROCESS TO COMPLETE THE PIC WILL BE PROVIDED AT THE TIME THAT AN OFFER OF EMPLOYMENT IS MADE TO THE SUCCESSFUL CANDIDATE.

Deadline for Applications: 4:00 p.m. , February 22, 2019