



## Student Positions

## Accounts Payable Clerk – Baker Lake

Under the direction of the Accounts Payable Supervisor, the selected summer student will assist the department with data entry, reconciliation, data collection coding and filing. Requirements include keyboarding and interpersonal skills, experience with computerized accounting systems and written and oral skills.

### Billing Student – Iqaluit and Rankin Inlet

Under the direction of the Billing Supervisor, the selected student will assist with monthly billings cycle procedures, including processing meter readings, preparing, printing and mailing customer invoices, answering customer inquiries, investigating billings issues, and performing other duties as required. Requirements include attention to detail, problem solving, strong writing skills, ability to work independently, and experience with Microsoft Office programs such as Word and Excel.

## Human Resources Assistant – Baker Lake

Under the direction of the Director, Human Resources, the selected student will provide confidential administrative, clerical support to the HR department with focus on file maintenance and administration. Requirements include a significant level of dependability, reliability and high degree of confidentiality and proficiency in Microsoft Office Suite.

**Labourer** – Arviat, Baker Lake, Cambridge Bay, Clyde River, Kugluktuk, Rankin Inlet, and Taloyouak

Under the direction of the Operations Supervisor, the selected summer student will assist with daily tasks such as meter reading, maintenance, and organization of power plants. Requirements include being able to lift and carry up to 30lbs (14 kg), work safely, and follow all rules and procedures.

## Purchasing Clerk – Baker Lake

Under the direction of the Manager, Supply Chain, the selected student will assist processing sealift orders, tracking/monitoring sealift shipments, records management, verify and enter documents and records. Requirements include Grade 11, time management skills, and attention to detail.

### Trades Helper – Iqaluit, Rankin Inlet, and Cambridge Bay

Under the direction of the Line Maintenance Supervisor, the selected summer student will assist Powerline Technicians with marshalling materials, cleaning work sites, and other duties as required. Requirements include being able to lift and carry up to 30lbs (14 kg), work safely, and follow all rules and procedures. Must have valid class 5 driver's license.