



Team Drilling – Admin / Labourer Summer Student, (Saskatoon)

- 2 positions available
- 16-week term starting May 1, 2024
- Must be enrolled in a post-secondary program and returning in fall

Reporting to the HR Manager, the Administrative Assistant Summer Student will be:

- Answering phones and greeting visitors
- Maintain filing system
- Provide administrative support to various departments
- Plan, organize, and schedule company meetings in the office, off-site, and via videoconference
- Order and oversee office supplies and food deliveries for group meetings
- Photocopying and preparing packages for meetings
- Valid Driver's licence would be an asset
- Miscellaneous duties as assigned

Reporting to the Operations Manager, the Labourer Summer Student will be:

- Assisting mechanics
- Assisting in yard and shop cleanup
- Assisting yard personnel
- Shipping/receiving, warehouse duties, cleaning parts and maintenance
- Must be physically fit
- Students must have their own steel-toed boots
- Safety training will be provided
- Valid Driver's licence would be an asset
- Miscellaneous duties as assigned

