



Optek Solutions – IT/Admin Summer Student (Prince Albert)

- 1 position available
- 16-week term starting May 1, 2024
- Must be enrolled in post-secondary program with preference to students with IT interest

Reporting to the IT Manager the summer student will assist with various functions in the Prince Albert office, including:

- Answering phones and greeting visitors
- Filing
- Coordinating and booking meeting dates and times
- Photocopying and preparing packages for meetings.
- Assisting with organizing inventory
- Opportunity to job shadow the Office Manager/Controller for duties such as hiring process, candidate database entry and maintenance, time tracking, payroll creation, benefit and pension tracking, remitting and reconciliation
- Opportunity to job shadow Support Analysts for duties such as logging and responding to customer calls, entering tickets in the system, assisting in diagnostics to determine and resolve general issues, assist in providing support, assist onboarding team with new customers
- Misc. duties as required

