



**SNC•LAVALIN
O&M**

CAREER OPPORTUNITY

Student Positions – Administrative/Technician/Project Management

SNC-Lavalin O&M is recognized as one of Canada's leading outsourced operations and maintenance solutions experts, a division of SNC-Lavalin Group Inc., the largest engineering and construction firm in Canada, and one of the five largest in the world. We continue to grow our business globally.

Our team members across the country and the globe deliver superior service to every one of our clients. Our people are vital to our success, and we build teams that are second to none. Our team embraces challenges and is engaged in working together to contribute to our business objectives.

To learn more about SNC-Lavalin O&M, please visit www.snclavalinom.com.

- ❖ **Are you currently a full time student enrolled in a Project Management, Architecture, Construction, Engineering or Business related program?**
- ❖ **Are you looking to gain some on-the-job training and real world experience in your field of study?**
- ❖ **Are you ready to spend the summer working for a global company that provides a great work environment and competitive salary?**

We are launching our *Leverage Your Learning* student recruitment program and **WE WANT YOU!** We are currently hiring for full time student positions starting in May 2013 in various locations across Canada:

- Alberta (Edmonton, Calgary, Hinton, Grande Prairie, High Level, Fairview, Edson, Peace River)
- British Columbia (Vancouver)
- Ontario (Ottawa & Newmarket)
- Quebec (Montreal, Quebec City, Gaspé, Matane, Shawinigan-Sud, Sherbrooke, Gatineau,)
- Nova Scotia (Sydney, Halifax & Antigonish)
- New Brunswick (St. Stephen, Moncton & Bathurst)
- PEI (Charlottetown)
- Newfoundland (St. John's, Corner Brook)

POSITIONS AVAILABLE:

Administrative Assistant

Reporting to the Facility Manager, the administrative student is responsible for assisting the facilities team with day to day office functions including maintaining the filing system, coordinating building access and passes, maintaining the office contact list, reporting and budgeting, and answering tenant questions.

The ideal candidate will be enrolled full time in a business related post-secondary program, have previous experience in an office setting, possess excellent customer service skills and be proficient with the MS Office Suite.

Building Assistant

Reporting to the Maintenance Supervisor, the building assistant will support the Building Technicians by being involved in the effective operation of the environmental, mechanical and electrical operational systems, including heating, air conditioning, ventilation, plumbing, major refrigeration systems, electrical lighting and distribution, and water treatment.

The ideal candidate will be enrolled full time in an electrical, mechanical or building related post-secondary program, possess strong communication skills and analytical abilities and be committed to providing excellent customer service.

Project Management

Reporting to the Senior Project Manager, the project management student will provide support during all aspects of the Project Management process, ensuring that all applicable procedures are followed, track project information, create purchase orders and maintain contract information.

The ideal candidate will be enrolled full time in a project management, architectural or construction related post-secondary program, possess excellent time management and organizational skills, and be proficient with the MS Office Suite.

All applicants will be required to obtain Enhanced Reliability Security Clearance through the Federal Government.

To apply for these opportunities, please send a resume to scareers@snclavalinom.com detailing which **type of position and location** you would like to be considered for. Resumes will be accepted until March 15, 2013.