

Position Description: Office Administration/Finance Clerk Summer Student

In partnership with CAFN, the Dakwakada Capital Investments Limited Partnership is hiring a summer student. This is a great opportunity to build skills and experience while also earning some summer cash!

The term of this position will be 8 weeks of full-time work. The anticipated start date will be June 21, 2021. DCI will be flexible with work schedule for the successful candidate.

You will support the company's goals and objective by:

- Perform bookkeeping tasks such as invoicing, etc.
- Assist the finance clerk with special business projects
- Carrying out clerical duties such as answering phone calls, responding to emails, photocopying, and preparing documents

Successful candidates will require:

- Working towards completion of a post-secondary Diploma/ Degree in Office or Business Administration
- Strong computer skills and client service orientation are essential
- Strong organizational skills
- Excellent communication skills, both verbally and in written format
- Motivated to learn and grow

While we thank everyone for their interest, we are only able to contact applicants selected for an interview.

Specifics of the position:

- Contract length: 8 weeks
- Application deadline: 2021-06-21
- Expected start date: 2021-07-05
- Job Types: Full-time, Temporary
- Salary: \$20-\$25 per hour

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday