



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

Name of Position – CO-OP Student–Administrative/Clerical
Posting # - BRDC-2022-CO-OP-003

Number of Jobs Being Offered: 1

Duration of Employment: 09-May-2022 to 26-August-2022 – Full time

Deadline for Applications: Friday, March 4, 2022

Work Location: Brandon Research & Development Centre, Brandon, Manitoba

Organization: Agriculture & Agri-Food Canada

For further information on the organization/program, please visit: [Agriculture & Agri-Food Canada](#)

Language Requirement: English Essential

Job Description: Our administrative unit supports Research staff in their research programs by purchasing goods & services for their research programs, assisting with their travel requirements, payment of invoices, budget reporting, fleet administration as well as general administrative duties. The Co-Op placement student would be assisting in many of these areas.

Duties: Assisting with: maintaining supplies & inventory, distribution of daily mail, shipping & receiving of goods, input of financial commitments, credit card transactions, filing of documents, updating and distributing safety documents, assisting with safety programs & related inventories, updating Bulletin Boards, etc.

Specializations: Business/Office Administration

Skills:

- Strong written and oral communication skills
- Proficient with Microsoft Office software, i.e. Word, Excel, Powerpoint
- Highly motivated with the ability to work independently
- Strong organizational and time management skills

To be eligible for the Post-secondary Co-op/Internship Programs, you must:

- Have full-time student status by the academic institution in which you are presently enrolled;
- Be enrolled in a PSC approved Co-op/Internship program.
<https://www5.psc-cfp.gc.ca/coop/noitcanoitutitsnimargorphcraes.do>
- Be returning to full-time studies in the fall.

Citizenship: Preference will be given to **Canadian citizens** (see definitions below)

Definitions:

A **Canadian citizen** is a person who is **Canadian** by birth or who has applied for **Canadian citizenship** through **Citizenship and Immigration Canada** and has received a **citizenship certificate**.

A **permanent resident** is someone who has been given **permanent resident** status by immigrating to **Canada**, but is not a **Canadian** citizen.

A **Canadian work permit** is a temporary resident **visa** issued by **Citizenship and Immigration Canada** to grant permission to foreign workers seeking to engage in employment in **Canada**.

A **study permit** is a document that gives you permission to **study** and remain in **Canada** on a temporary basis.

Please submit:

- **Job poster ID: BRDC-2022-CO-OP-003 – Administrative/Clerical**
- Resume
- Proof of CO-OP Status (i.e. letter from CO-OP Coordinator)
- Transcript
- **Will be required to provide Proof of Citizenship when requested**

Submit application and all required documents by email to aafc.mbhrsupport-soutienrhmb.aac@agr.gc.ca

Conditions of Employment:

- **Reliability Security Clearance**
- **Fully vaccinated against Covid-19 (Attestation will be required)**

Hours of Work: Monday – Friday 8:00 to 4:00 (CST) – 37.5 hours per week/7.5 hours per day