

Business Administration Internship(s)

(Bookkeeping & finances and/or Business Administration)

ETC is currently recruiting one or two individuals students for business administration internships. These are 16-week part-time contracts with the potential to extend/expand the position to full-time to the end of the summer and part-time into the next school year.

You must be a student currently enrolled in a post-secondary program. Hours are flexible however you can expect to work between 5 and 20 hours per week. This will involve a combination of remote work and onsite work (at the company head office in the Stratford Business Park).

Please send an email with your cover letter and resume (both preferably pasted into the body of the email) to careers@engtech.ca by Wednesday Feb. 23, 2022. Please indicate in your email the number of hours per week you would be interested or available to work while attending school. The Internship(s)

We are looking for help in two main areas: Bookkeeping/Finances; and Business Administration. Our needs could be met by two separate positions/individuals or potentially by one, well-rounded individual. Please indicate in your cover email if you have the experience, interest and time to get involved in both areas or just one.

What You'll Work On (Roles and Responsibilities):

Bookkeeping/Finances

- Assisting with accounts receivable and payable
- Assisting with preparation of GST/HST returns
- Invoicing
- Helping with reconciliations (bank, credit cards, Paypal, etc.)
- Helping with the administration of Group Health Benefits Plan
- Assist with grant and finance reports and documentation
- Generating various financial reports as required from our software (sales reports, profitability, cost of goods, etc.)
- Helping prepare weekly/monthly cash flow forecasts and updates
- Data entry

AND/OR

Business Administration

- Communicating with customers and suppliers through email and phone.
- Managing orders through the webstore.
- Updating product information online.
- Conducting research to locate suppliers and requesting quotes from suppliers
- Ordering parts and materials
- Preparing purchase orders
- Helping manage inventory
- Preparing waybills and customs documentation for domestic and international shipments.
- Preparing claims for government funding and subsidy programs

- Entering data into a CRM

It would be great if you had experience using one or more of these tools (but not necessary):

- QuickBooks Online or QuickBooks Desktop or other bookkeeping software
- Google Drive, Docs, Sheets, and Slides
- Slack
- CRM software

How We Hire:

We believe diverse and inclusive teams make businesses and the world better. Therefore, we highly encourage candidates of all backgrounds and perspectives to apply, even if you don't think you meet the qualifications or requirements for this posting. We particularly encourage applications from any identity that is under-represented in the tech industry.

Requirements:

- You are legally entitled to work according to the relevant provincial legislation and regulations.
- You are a Canadian citizen, permanent resident of Canada, or have been granted refugee status in Canada (no work permits or student visas).
- You are currently enrolled as a part-time or full-time post-secondary student at an accredited institution.
- Ideal, but not required – You are planning to return to school in September 2022.

Compensation:

- \$18 to \$24 per hour, depending on education and experience.

To Apply:

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