



## Summer Student

Trigon Pacific Terminals Limited is currently seeking a full-time summer student interested in summer employment for approximately 4 months, commencing May 2023.

Applicants must be attending school, college or university during the last school term and returning to their studies in the subsequent academic year.

In this position the student will provide administrative support to Trigon's Management Team. Work schedule Monday – Friday 8:00am – 4:30pm.

### Skills:

- Good organizational skills
- Good communication skills, verbal and written
- Ability to maintain confidentiality
- High level of initiative
- Able to work without supervision
- Good business etiquette and business practice
- Service orientation
- Attention to details
- Good filing skills
- Strong computer skills – Word Processing, Spreadsheets, Power Point
- Excellent time management skills
- Able to work well in a group setting where work is shared
- Must have a valid class 5 driver's license and vehicle.

### Day to day functions:

Trigon Business System Project

1. Update procedures, policies, forms and lists in an internal Business System
2. Distribute documentation to Management
3. Filing, scanning, and shredding of documents
4. Correspondence via email to employees
5. Attend meetings
6. Assist with updates to ISO Policies & Procedures
7. Other duties as required

2110 Ridley Road, PO Bag 8000, Prince Rupert, BC, V8J 4H3

**T** 250-624-9511 **F** 250-624-2389 **W** [trigonbc.com](http://trigonbc.com)

**ISO 9001/14001/45001 Certified**



Qualified candidates are invited to forward their resumes by **March 30, 2023**, to:

**Trigon Human Resources**  
by e-mail to: [jobs@trigonbc.com](mailto:jobs@trigonbc.com)  
Or fax to: (250) 624-2389

Trigon is an equal opportunity employer.  
Individuals of Aboriginal descent are strongly encouraged to apply.

*We thank all applicants for their interest; however, only candidates to be interviewed will be contacted.*