



SUMMER STUDENT

LOCATION: WINNIPEG, MANITOBA

POSTED: January 17, 2025

POSTING ID: 20250131SS

MGEU is looking for a Summer Student to provide reception and clerical support in the Winnipeg office during the four month period, May – August, 2025.

RESPONSIBILITIES

- Greet and direct persons entering the organization.
- Provide general information to visitors.
- Monitor visitor access to maintain security.
- Receives and sends items via courier.
- Records data into various spreadsheets and forms.
- Provides general administrative and clerical support.
- Tidy and maintain the reception area.
- Other duties as assigned.

QUALIFICATIONS

- Registration in an accredited post-secondary education program is required.
- Experience working with MS Office (Excel, Outlook, Word) is also required.
- Proficient data entry skills.
- Must be customer service oriented.
- Good communication and interpersonal skills.
- Previous customer service/receptionist experience considered an asset.

Please forward resume to humanresources@mgeu.ca by Friday, January 31 at 4:00 pm

To protect the health and safety of MGEU members and staff, all personnel working at MGEU offices are required to provide proof that they have received two doses of vaccination against COVID-19 *or* equivalent single dose approved by Manitoba Health.