



Summer Student

Full time, Seasonal (Mid May through late September/early October)

West-Can Seal Coating Inc. (West-Can) is a privately owned road infrastructure company specializing in pavement preservation and roadway construction across Western Canada. West-Can Seal Coating Inc. has been in business for over 35 years. As one of the largest pavement preservation companies in Western Canada, West-Can operates offices located in Didsbury and Bruderheim (Alberta) and Brandon (Manitoba). These divisions provide services in Asphalt Milling, Pulverizing, Grading, various Pavement Preservation services along with Liquid Asphalt Manufacturing. For more information on the company, please visit www.west-cansealcoating.com.

West-Can is seeking qualified candidate to join our team for the upcoming 2024 season.

Core Responsibilities:

- Work collaboratively with the management team to ensure the project tasks are running smoothly and on time.
- Maintains employee data and transactions such data entry and filing.
- Assist with generating documentation and reports.
- Assist with inventory of shop parts.
- Pick-up parts from vendors as directed by Shop Manager.
- Preparation of PPE gear.
- Keeping shop floor in a tidy manner.
- And other duties as assigned.

Qualifications:

- Currently a student from an accredited College or University.
- Excellent communication and interpersonal skills.
- Detail-orientated and highly motivated, self-starter, able to multi-task and work with minimal supervision.
- Strong understanding of Microsoft Word, Excel and PowerPoint.
- Candidate must have strong organizational skills.
- Must be minimum 18 years of age.
- Valid Class 5 Driver's License.
- Able to work a 30-40 hours per week.



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Work Conditions & Physical Requirements:

- Walking, sitting and lifting.
- Office, shop and yard.

While we appreciate all applications, only those candidates selected for an interview will be contacted. As part of our standard recruitment process, suitable candidate(s) will be required to undergo pre-employment drug screening and provide us with a 5 year Driver's Abstract as a condition of employment.

For further information or to apply, email: hr@west-cansealcoating.com or visit www.west-cansealcoating.com