SAMPLE
JOB
DESCRIPTIONS
Position: Accounting Co-op

Company Profile: We are currently seeking to fill Tax Accounting Co-op positions for the Tax Department. These tax accounting positions will specialize primarily in the U.S. tax field. We will provide an opportunity for interested candidates to grow and develop their skills within a dynamic and challenging environment. On the job training will be provided within the Tax Department. Opportunities may exist for future employment at our company after a successful work term.

Work Term: January to August
Duration: 8 months
Job Location: Burnaby, BC
Position Title: Accounting Co-op

Description of Duties:
- Prepare U.S. corporate income tax and business property tax returns
- Prepare U.S. tax depreciation and amortization schedules and information for tax returns
- Respond to tax questions from locations and correspondence from tax authorities
- Provide assistance to senior staff and tax managers in the preparation of informative and analytic schedules to management or other departments.

Skills & Requirements:
- Concentrating in accounting
- Good technical/computer skills and a self starter who can contribute as a team player
- Ability to work under pressure with a high level of commitment to meeting deadlines and providing quality work
- Accounting / tax work experience is a definite asset

Number of Positions: 6
Salary: $2,200 - $2,500 per month
Deadline:
Position:
Office Examination Officer

Company Name:
Contact Name:
Contact Info: Address, Phone, Fax, Email, Official Webpage
Company Profile: Federal agency responsible for promoting compliance with Canada’s tax, trade, and border legislation and regulations.

Work Term: May to August
Duration: 8 months
Job Location: Vancouver, BC
Position Title: Office Examination Officer

Description of Duties:
- Audit taxpayers’ individual tax returns, taxpayers’ requested adjustments, books & supporting documents to determine the degree of compliance with the Income Tax Act
- Identify audit issues, formulate and modify audit plans and procedures during audits
- Identify, gather info and refer tax incentive claims, tax avoidance, tax evasion, real estate appraisals, business valuations and their party non-compliance issues to the appropriate section for their reviews
- Research the Income Tax Act, the Excise Tax Act, the Excise Act and other legislation, jurisprudence and departmental publications and policies to arrive at audit conclusions

Skills & Requirements:
- 3rd or 4th year accounting student
- Knowledge of accounting methods and practices in order to understand business transactions or series of transactions where information may be incomplete
- Understanding of business practices and commercial law
- Interviewing and presentations skills

Number of Positions: 1
Salary: $18 - $20 per hour
Deadline:
Position:

Communications Coordinator

Company Name:

Company Profile:  BCNET is a not-for-profit organization that develops high-performance networks for research and higher education within the province of British Columbia. We are seeking a dynamic, entry level, communication specialist to help develop and execute our corporate communications plans.

If you have excellent writing, editing and design skills, enjoy working in a fast-paced, high-tech environment, and are self-motivated, this is an opportunity to enrich your skills and work with BCNET’s community of research, higher education and government leaders. We are looking for students who are creative and are good at multitasking.

Reporting to the communications manager, your responsibilities will include the following:

- Provide research and administrative support to committee chairs and working group leaders
- Write stories, case studies and profiles of researchers utilizing advanced networks
- Assist the editing of BCNET’s communication materials
- Produce and design collateral
- Assist in the development of the BCNET website
- Coordinate and manage events
- Develop media lists and marketing contact database
- Coordinate and write media releases
- Source, maintain and update contacts for contact database
- Coordinate and organize BCNET committee and working group meetings.
- Perform administrative tasks for executive assistant as needed
- Prepare and distribute meeting agendas and meeting minutes

Requirements:

- Works well independently and in groups
- Detail oriented with excellent editing skills
- Seeking a fast-paced, deadline-driven, challenging environment, can multi-task and manage many different projects simultaneously
- Excellent communicator, clear and concise writer and provocative thinker
- Experience in developing newsletter stories
- Experience with Adobe Illustrator, Photoshop, Adobe InDesign

For more information please visit our website http://www.bc.net/
Position:
Research in Motion - Technical Writer

Company Profile: Research In Motion Limited® (RIM) ©is a world leader in the mobile communications market and has a history of developing breakthrough wireless solutions. RIM’s portfolio of award-winning products, services and embedded technologies is used by thousands of organizations around the world and includes the BlackBerry® wireless platform, the RIM Wireless Handheld™ product line, software development tools and software/hardware licensing agreements. RIM is seeking driven individuals who can take our wireless data products to the next level in the global wireless market. Are you ready to make a difference in the world of mobile communications with RIM?

Position Summary:

Research In Motion is experiencing rapid and steady growth in the area of Technical Writing and Communications. To keep pace we are seeking forward thinking students at the Junior, Intermediate, and Senior academic levels to work in our Waterloo and Mississauga offices.

Some upcoming roles may be found in the following areas:
• BlackBerry Platform Documentation
• Training Content Development
• Device Documentation
• Retail Documentation

Essential Skills:

• Currently enrolled in English, Communications, or a related post-secondary program at the Junior, Intermediate or Senior level with the Co-op or Internship option
• Exceptional planning, research, and writing skills
• Demonstrated ability to work on projects with shifting deadlines
• Internet Explorer and Microsoft Office
• Enthusiasm for new technology

Additional Assets:

• Experience reading and understanding Java
• Proficiency with revision control systems such as Perforce and Livelink
• Proficiency with authoring tools, such as XML and Adobe FrameMaker
• Experience with Photoshop, Illustrator, Acrobat, HTML

If you’re driven to take wireless technologies to the next level, it’s time you join the team at RIM. We offer a challenging environment that fosters creativity and rewards excellence. Employees also have use of our award winning BlackBerry!
Position:
Electrical Engineering co-op student

Company Profile:
Océ, headquartered in the Netherlands, is one of the world’s leading suppliers of high-quality and innovative products and services for use by professionals in print and document management processes. For these markets, Océ develops and manufactures advanced machines and systems that are renowned for their excellence, reliability, durability and eco-friendliness. Additionally, Océ offers its customers exceptional consultancy and outsourcing services.

Océ Display Graphics Systems Inc. (ODGS), a Canon Group Company, develops and manufactures cutting edge digital printing solutions for the fast growing large format visual communications market. Our inkjet printers produce some of the stunning colour images you see on billboards, trains, trucks and banners, which create a significant impact on the advertising and promotional industry.

ODGS employs world-class talent and provides a culture that embraces innovation, passion and performance excellence. We offer a dynamic, diverse, informal and fun workplace along with professional development, training and educational opportunities. Choose a co-op term at Océ and enjoy an inspiring environment where challenging and interesting work is part of daily life.

Our primary office is located in Richmond, a suburb of Vancouver. We invite you to explore our website at www.dgs.oce.com.

Position:
We seek a 3rd or 4th year Electrical Engineering Co-op student to join our R&D Electrical Engineering team for a 4 or 8-month term effective September 2012. This co-op position reports to the Team Manager, Electrical Engineering.

Key Duties and Responsibilities:
• Analyze and troubleshoot analog and digital electronics
• Test and debug prototype hardware/software systems
• Design digital and mixed signal electronics
• Microprocessor or FPGA programming may be necessary

Key Competencies:
• Solid academic performance
• Excellent English communication skills, both written and verbal
• Superior analytical and problem solving skills
• Top-notch interpersonal and teamwork skills with strong customer service orientation
• Detail oriented, procedural in work flow, aptitude for accuracy
• Solid organizational skills
• Able to work effectively independently or as part of a multi-disciplinary team
• Able to prioritize and manage multiple, competing tasks in fast paced, dynamic environment

We thank all students for their interest; however, please note that only those candidates under consideration will be contacted. No phone calls please.
Position:
Firmware Engineering Internship (Fall 2012/Spring 2013)

About Company:
Tesla’s goal is to produce a full range of electric cars, from sports cars to mass-market vehicles – relentlessly driving down the cost of electric vehicles. It is currently the only U.S. automaker that builds and sells highway-capable EVs in serial production. Palo Alto, California-based Tesla designs and manufactures EVs and EV powertrain components. Tesla has delivered more than 1,600 Roadsters to customers in North America, Europe and the Asia Pacific Region. Model S, the first premium sedan to be built from the ground up as an electric vehicle, goes on the market in mid-2012.

The Role:
Tesla Motors offers compelling opportunities for students seeking internships and co-ops. To be eligible for an internship or co-op, you must be actively pursuing a BS, MS, or graduate level degree. You’ll learn Tesla’s progressive engineering philosophy, and have the opportunity work alongside the world’s top engineers on the most exciting automotive programs in existence today. Your application will be considered for all available roles depending on your qualifications and experience. Here are some of the engineering teams in high demand at Tesla Motors: Firmware, System Software, and Test & Validation.

Requirements:
Strong programming skills to code primarily in C, Python, and Java.
Design, code, and debug system-level software across power modes and peripherals.
Design, code, and debug embedded realtime control applications. Create/update/augment hardware drivers.
Develop software to evaluate hardware readiness.
Write code to interface with a range of automotive and communications hardware.
Work with a cross-functional team (design, QA, firmware) to quickly design and improve Firmware.
Familiar with embedded microprocessor design process: compilers, debuggers, IDE.

Qualifications:
Working towards a BS, MS, or graduate degree in a relevant engineering program (CS, CE, ECE, and EECS).
You must be self-managed and committed to working in a fast-paced environment.
Previous work/internship experiences a plus.

To apply, please submit your resume online:
http://tbe.taleo.net/NA7/ats/careers/requisition.jsp?org=TESLA&cws=1&rid=3301
Position: GIS Technician

Company:

Position Summary:

The GIS Technician will join a dynamic team of resource professionals and provide high quality mapping, GIS services and technical support to the TWN Treaty, Lands and Resources Department. The GIS Technician will work in a manner that supports the timely research, construction, revision and use of digital cartographic resources for purposes including planning, natural resources management, treaty negotiation and other related activities.

Specific Responsibilities:

Participate with the TWN Treaty, Lands and Resources Department staff in the research, design, production and demonstration of digital map products for bioregional plans, watershed plans, community development plans, traditional use mapping and natural resource inventory.

Cartographic and Presentation Skills:

- Demonstrated knowledge of map design principles.
- Public display design
- Experience with the presentation of map products in a variety of mediums (reports, atlases, public outreach).
- Artistic design skills are an asset.
- Excellent verbal and written communication skills.

Technical Skills:

- Knowledge and understanding of GIS principles and mapping systems.
- Training and experience with GIS-related applications including ESRI ArcGIS.
- Training and experience using Adobe Photoshop and Illustrator.
- Familiarity with web-based GIS applications.
- Familiarity with and commitment to practice effective data management procedures and standards.

Personal Skills:

- Understanding of First Nation’s history and perspective.
- Ability to interact and work with others and communicate effectively.
- Good organizational skills and attention to detail.
- Ability to work independently and to be able to adapt to changing priorities.

Education and Qualifications:

- Completion of a GIS course(s) at a recognized post-secondary institution
- Currently participating in a post-secondary program in Computer Science, Geography, Natural Science, Management Information Systems or a related field or concentration.