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| **Title of Position** | Ecological Restoration Program Assistant |
| **Department** | SENRS |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.08 Collect, compile, record and/or consolidate data/information (ie. statistical purposes)

1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)

3.05 Assist with the collection, organization and logging of specimens and data

4.00 Assist with project related work as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail