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| **Title of Position** | Ecosystem Management Program Lab Assistant |
| **Department** | SENRS |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.08 Participate in promotional activities

3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

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

4.00 Assist with project related work as required

10.00 Other duties as required

10.01 Occasional Saturday and evening shifts may be scheduled as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Prior experience in a customer service environment
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* 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
* Ability to lift and move items that can weigh up to 30lbs