

## JOB DESCRIPTION

### Position: Trades - Summer Student

Reports to: Sr. Mgr – Operations

Direct Reports: None

Structure: Hourly (Summer Student)

#### Summary of Role:

Reporting to the Sr. Mgr – Operations, the Trades Student will be exposed to all trade-type work performed at Sichuun. The student will support all Sichuun teams, including Operations, Outside Plant, IT, and Retail. The student may also be provided opportunity to attend and assist other local organizations to acquire even broader exposure and experience.

#### Principle Duties & Responsibilities

##### Operations

- Support and assist Operations Team as required:
  - Vehicle and equipment maintenance
  - Site maintenance
  - Support and assist with projects

##### Outside Plant

- Support and assist Operations Team as required:
  - Scheduled and unscheduled maintenance
  - Perform regular inspections
  - Support and assist with projects

##### IT Support

- Support and assist IT Team as required:
  - Install network cabling and equipment
  - Assist with troubleshooting and repairs
- Support the NOC Tech as required

##### Customer Support

- Perform first level customer service
- Enter data and maintain customer and payment records
- Take payments

##### Retail

- Help customers in Sichuun showroom:
  - New client and/or service requests
  - Customer premises equipment sales
  - Prepaid service sales

##### Administration

- Support Sichuun staff as required.

## Qualifications

### Education and Certification

- Current or recently graduated secondary or post-secondary student

*This position description should not be construed to imply that these requirements are the exclusive standards of the position, including cross-training requirements. Position holders are expected to follow any other instructions and perform any other duties, as may be required by their supervisor.*

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