



## **SUMMER STUDENT EMPLOYMENT OPPORTUNITIES** **Halifax & Sydney, Nova Scotia**

### **About the Workers' Compensation Board of Nova Scotia**

The Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

### **About the Role**

The WCB Nova Scotia is seeking general office and administrative support to join various teams throughout the organization on a summer term basis. The term runs from May 1 - August 25, 2023, for a period of 17 weeks.

The Summer Student Employment Program is aimed to provide students with valuable work experience that contributes to their education and helps them gain work experience.

Summer Students are responsible for general office administration including reception, handling inquires, data entry and supporting projects and initiatives.

Opportunities are available within our Prevention and Service Delivery Teams, contributing to the overall effective delivery of specialized services to our internal and external customers; as well as our Corporate Departments, such as Information Technology Services, Legal Services, Human Resources, Communications and Marketing, etc.



If you possess a high level of accuracy and integrity and enjoy working collaboratively in a fast-paced work environment our summer student term position could be the ideal opportunity for you.



**The ideal Summer Student candidate must:**

- Have or be completing the first year of a post-secondary program and be returning to school in the fall full-time (those contacted for an interview will be asked to provide confirmation of enrolment in a minimum of three courses for the Fall 2023 semester);
- Demonstrate strong written and verbal communication skills;
- Possess strong keyboarding skills and be familiar with the use of various computer software/applications and other office technology;
- Demonstrate strong attention to detail and a commitment to accuracy;
- Have a natural ability to build and maintain strong relationships and enjoy interacting with others on a daily basis, as well as work independently with minimal supervision.
- Demonstrate time management and organizational skills.

Previous general office, data entry and/or administrative experience is an asset.

We offer a competitive hourly rate of \$16.07.

## Application Details

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca) by **4 pm, February 3, 2023**.

In the **subject line** of your email, please quote competition number: **JV 05-23 EXT Summer Students**.

**We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). Please note: WCB is required to check all employment references before presenting an offer to the successful candidate.**

WCB Nova Scotia champions safety and promotes a diverse and respectful workplace. We are a scent and allergy reduced environment.

WCB Nova Scotia is an equal opportunity employer committed to supporting and developing our employees. We encourage candidates with diverse backgrounds and those from equity-deserving groups to apply. Visit our website at [www.wcb.ns.ca](http://www.wcb.ns.ca).

