

Goodfish Lake Business Corporation

PO Box 273
GOODFISH LAKE, AB
Phone: 780.636.2863
Website: www.gflbc.ca



EMPLOYMENT OPPORTUNITY

2 - SUMMER STUDENTS

Goodfish Lake Business Corporation

Goodfish Lake Business Corporation (GFLBC) is wholly owned by Whitefish Lake Band # 128 and is responsible for the operation and governance of the Nation's business entities including Protective Clothing Supplies, Ltd; Goodfish Garment Manufacturing Corp.; Goodfish Lake Garment Manufacturing; Goodfish Cattle Ranches, Ltd.; Goodfish Lake Drycleaning Corp.; Goodfish Lake Laundry Co. Ltd.; and, Goodfish Lake Management Inc.

Goodfish Lake Business Corporation is currently seeking two (2) Summer Students with a start date of **Monday, June 15, 2020 and end date of Friday, August 28, 2020**. Reporting to the Director of Operations, the Summer Student positions will involve indoor and outdoor duties within the Division of Sewing & Garment Manufacturing and Goodfish Drycleaners. Successful applicants will be required to fulfill GFLBC's Orientation session.

Key Responsibilities

- Outdoor grounds keeping including mowing, raking, garbage pick-up
- General housekeeping tasks such as sweeping, mopping, window cleaning
- Moving, lifting of disassembled furniture, office equipment and boxes
- Painting, touch-ups and clean-up of area
- Cleaning and reorganizing of storage units within Divisions
- General administrative duties including answering phone calls, photocopying, filing
- Other duties as required by Director of Operations

Preferred Experience, Work Skills and Education

- Grade 10-12 High School Student
- Have a positive attitude and can take initiative
- Ability to learn in changing circumstances
- Reliable, punctual and organized
- Able to lift and move items up to 30 lbs
- Similar work experience and mechanical aptitude is considered an asset
- Transportation to and from work is considered an asset

Please apply by completing GFLBC's Employment Application or submit a cover letter and resume to:

Goodfish Lake Business Corporation

Attention: Rhonda Jackson, Manager, Human Resources

Email: rhonda.jackson@gflbc.ca

Phone: 780-636-2863 ext. 1026 or 780-614-5027

**Application forms can emailed OR picked up at the Reception of:
Goodfish Sewing & Garment Manufacturing or Goodfish Drycleaners**