

## **RETAIL SUPPORT SUMMER STUDENT – FULL TIME TERM**

Reporting to the Manager, Retail Support, the summer student will be working closely with various areas within the Retail Admin department.

### **Duties:**

- Policy and Procedure review and updating.
- Creation on Manthan documentation on how to use – filters, processes for ours and store usage.
- Shadowing the day-to-day support staff.
- Change management document creation - Xstore project.
- Other duties as assigned.

### **Primary Qualifications:**

- U of W or U of M – Business Administration or equivalent
- College/Vocational Program:
- RRC – Business Analyst, Quality Analyst, Business Administration or equivalent
- Analytical thinker
- Deliver Quality Results
- Interpersonal communication
- Trustworthy
- Problem solving
- Accountability
- Decision making

**Interested Individuals should apply by submitting a current resume and application to:**

**Email:** [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by January 26, 2023.**

We thank all interested applicants, however, only those selected for interviews will be contacted.