**Administrative Assistant, Risk Group and Corporate Library**

Location: Vancouver Corporate Head Office
Teck Resources Limited

550 Burrard Street, Suite 3300

Vancouver, BC

**Please direct applications to Elaine Ray - e-mail: Elaine.Ray@teck.com**

The ideal candidate for the Administrative Assistant, Risk Group and Corporate Library position is interested in a career in, or considering post-secondary course work in, Business Administration, Office Management, Risk and Insurance, Commerce, or Library and Information Studies. Through this placement, the student will develop an understanding of working in a professional environment, gain exposure to Teck’s Risk, Security and Insurance strategy, and how it is applied and implemented within Teck’s operations. The student will also be introduced to Teck’s Corporate Library.

Reporting to the Elaine Ray, Advisor, Risk and Insurance, the Administrative Assistant, Risk Group and Corporate Library is responsible for providing administrative support.

**Responsibilities:**

* Be a courageous safety leader, adhere to and sponsor safety and environmental rules and procedures
* Basic research projects and information gathering
* Electronic data entry and filing
* Office administration duties including scanning, photocopying, e-mail communication
* Job shadowing

**Qualifications:**

* Motivated
* Organized and punctual
* A quick learner who pays attention to detail
* Ability to follow instruction and work independently
* Critical thinking and analytical skills
* Work and/or volunteer experience is an asset
* Interest in learning about the various aspects of the mining industry, sustainability and/or safety and security in the workplace
* Preference will be given to those students considering course work in Business
* Competency using Internet Explorer, Microsoft Outlook, Word and/or Excel is an asset.

At Teck, we value diversity. Our teams work collaboratively and respect each person’s unique perspective and contribution.

Qualified applicants interested in joining a dynamic team are encouraged to submit a resume and cover letter electronically.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Teck respects the privacy of all applicants and the confidentiality of personal information.

Teck is a diversified resource company committed to responsible mining and mineral development with major business units focused on copper, steelmaking coal, zinc and energy. Headquartered in Vancouver, Canada, its shares are listed on the Toronto Stock Exchange under the symbols TECK.A and TECK.B and the New York Stock Exchange under the symbol TECK.

The pursuit of sustainability guides Teck’s approach to business. Teck is building partnerships and capacity to confront sustainability challenges within the regions in which it operates and at the global level. In 2017, Teck was named to the Dow Jones Sustainability World Index (DJSI) for the eighth straight year, indicating that Teck’s sustainability practices rank in the top 10 per cent of the world’s 2,500 largest public companies in the S&P Global Broad Market Index.

Learn more about Teck at [www.teck.com](http://www.teck.com) or follow [@TeckResources](https://twitter.com/teckresources)