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| **High School Student - Work Experience Description** | |
| **Company Name** | Hunter Dickinson Inc. |
| **Company Address** | 15th Floor – 1040 West Georgia Street\*  Vancouver, BC, V6E 4H1 |
| **Workplace address** | As above |
| **Brief description of the company - scope of work, breadth of departments, numbers of employees, locations of offices/operations** | Mineral Exploration and Mining:  Explores for, develops and mines a variety of minerals around the world. Provides technical (geology, engineering, environmental and community relations), financial, investor relations, legal, management and administrative services to public and private companies. |
| **How to apply for a Work Experience Placement** | Send an email with a resume attached to [kellytarry@hdimining.com](mailto:kellytarry@hdimining.com) |
| **Contact person name** | Kelly Tarry |
| **Contact person: Phone, fax, email** | P: 604-684-6365  F: 604-681-2741  E: as above |
| **Alternate Contact Name:** | [Kellytarry@hdimining.com](mailto:Kellytarry@hdimining.com) |
| **Names of departments willing to host work experience students** | (1) IT / helpdesk  (2) Tax and Risk Accounting  (3) Admin |
| **Titles of jobs of people working in those departments** | Managers |
| **Typical work hours** | 8:30-5:00 Monday to Friday |
| **When could placements be provided** | March 14th – March 18th  1 week total work experience |
| **Submission** | February 26, 2016 |
| **FUNCTION** | **EXPERIENCES / TASKS** |
| 1. **IT** | Working with a variety of system and technologies, you will shadow support staff in the day to day operations, solving challenging problems related to network and server enterprise computing systems. |
| 1. **Accounting Tax & Risk** | Accounting: Assisting team members with the filing and organizing of financial documentation, data entry, and coordination of tasks. |
| 1. **Admin** | General filing, organising, assisting on reception, internet research |
| **Other skills used/developed** | Use of Internet Explorer, Microsoft Word, Excel (spreadsheet) and Access (database), Adobe, Laserfiche. |