**Office Services and Records Management (1 student)**

**Length of Placement: Mar 14-18**

**Deadline to Apply: Tuesday, February 16th**

**Location:**Teck Resources

550 Burrard Street, Suite 3300

Vancouver, BC

**Please direct applications to Colleen McMorland and Jennifer Pecho: e mail:** [**Colleen.McMorland@teckcom**](mailto:Colleen.McMorland@teckcom) **and** [**Jennifer.Pecho@teck.com**](mailto:Jennifer.Pecho@teck.com)**.**

**Job Description**

The student will spend half of his or her time with Office Services and the other half with Records Management.

The ideal candidate for this position should be interested in pursuing a career related to Records Management and Information Management (which is defined as the practice of managing and governing the creation, maintenance and disposition of records throughout their lifecycle, including permanent preservation in the Corporate Archives) or Office Services (the department responsible for ensuring that the day to day activities of the office are performed). Through this placement, the student will develop an understanding of working in a professional environment, gain exposure to managing records in a Corporate Archives, and gain understanding of how a corporate office runs on a daily basis, learning about different aspects of office services and management.

Reporting to the Senior Records Management Analyst and the Office Services Assistant, the student will provide support to the Records Management and Office Services teams at our Vancouver Head Office. The student will be exposed to records and information management principles that are applied and implemented within the Company and working with the Office Services team to learn about Office Administration within a large organization.

**Responsibilities may include**:

* Rehousing existing material into appropriate containers that ensure long-term preservation
* Creating inventory lists of physical records such as images, publications, and annual reports
* Re-organizing existing non-digital collections and removing duplicate and non-archival materials.
* Job shadowing team members, including attending meetings about digital projects
* Sorting mail and incoming couriers, assisting on the mail run
* Tracking shipments to ensure service agreements are met
* Library filing
* Assisting with inventory and supply orders
* Cataloguing office artwork
* Assisting with office maintenance requests
* Assisting with event ticket administration

**Qualifications**:

* Organized, quick learner and punctual
* Attention to detail and can work independently
* Interested in learning about corporate history and records and information management
* Interested in gaining knowledge of general office functions and office management.
* Exposure to Microsoft Word, Excel and PowerPoint would be an asset.

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 TCK.A and TCK.B and the New York Stock Exchange under the symbol TCK. Teck has been named to the Dow Jones Sustainability World Index (DJSI) for the sixth straight year, indicating that Teck’s sustainability practices rank in the top 10 per cent of the world’s 2,500 largest public companies.

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

Further information about Teck can be found at [www.teck.com](http://www.teck.com/).