

Student Internship

Job Summary

Concorde Precision Machining Inc. is currently seeking a student intern to assist in creating a database in Microsoft Excel for all maintenance inventory.

Specific Responsibilities:

- Assist in creating a database in Excel
- Basic data entry for all maintenance inventory
- Able to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines
- All other duties as assigned

Knowledge and Skills:

- Grade 12 OSSD or equivalent
- Valid Ontario Driver's license
- Strong knowledge of Microsoft Office specifically in Excel
- Proficient keyboarding skills
- Ability to maintain the utmost discretion and confidentiality
- Exemplary attention to detail

Experience

On-the-job training will be provided.

Company Background

Strengthening communities by advancing manufacturing.

Concorde Precision Machining, a subsidiary of Reko International Group Inc., specializes in large & medium precision milling and boring machining for the transportation, energy, and oil and gas industries.

We are continuously seeking out the best and the brightest to become an integral part of a life-long opportunity and contribute to a vibrant future at our company. At Reko, we invest in our people and give them the tools they need to achieve success by offering apprenticeship programs, tuition reimbursement, and referral bonuses.

Adhering to our core values of respect, customer focus, innovation, flexibility, teamwork, honesty, and dedication, we work creatively to ensure that our customers get what they request, on time. We will maximize value for all stakeholders. Our supportive family culture means that we embrace diversity; that we work together; and that we enjoy lots of social events together too.

Don't wait! Join our family today!

We thank all applicants for their interest. Please note that due to the volume of resumes, only candidates selected for an interview will be contacted.

Reko International Group Inc. is committed to developing a diverse and inclusive workplace. We encourage candidates from diverse backgrounds, including those who may need accommodations, to apply to join our team. In accordance with the Accessibility for Ontarians with Disabilities Act (A.O.D.A.) please contact us should you require accommodation to apply or if selected to participate in an assessment process.