

Office administration summer student



Discover what's possible.

After more than a century, Imperial continues to be an industry leader in applying technology and innovation to responsibly develop Canada's energy resources. As Canada's largest petroleum refiner, a major producer of crude oil and natural gas, a key petrochemical producer and a leading fuels marketer from coast to coast, our company remains committed to the high standards across all areas of our business.

Located in southwestern Ontario on the St. Clair River, 3 kilometers from Aamjiwnaang First Nation, our Sarnia operation is the most integrated fuels, chemicals manufacturing and petroleum research facility in Canada. The Refinery has a capacity to process 120,000 barrels of crude oil per day into gasoline, aviation fuel, diesel, home heating fuel and marine fuel.

Job description

This position will be reporting to the Inspection Supervisor and will be responsible for, but are not limited to the following duties:

- Digitization of technical documents
- Supporting logistics and administrative duties for inspection activities
- Populating data files with analysis from preventative inspection tasks
- Other administrative duties as they arise

Qualifications

Academic:

- Must be enrolled full-time in high school and in good academic standing
- Must be returning back to school in the fall (high school or post-secondary)
- Must be Aamjiwnaang Band Member

Other:

- Must meet minimum age requirement of 16 years old by the first day of employment

Start date: July 2019

Work term: July – August 2019

Location: Sarnia, ON

Your benefits

As a summer student, you will gain valuable experience in the oil and gas industry.

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- Challenging work experience in an operating environment that is committed to safety, ethics, inclusion & diversity and continuous improvement
- Learn new skills; improve your resume
- Work in a team environment
- Competitive compensation

Who we are

A leading member of Canada's energy industry, Imperial offers exciting opportunities across our upstream, downstream and chemical, and corporate divisions. We are committed to high standards, applying technology and innovation to meet energy demands in a safe, reliable and environmentally sound manner.

Other considerations

- For applicants given an offer, pre-employment background screening will be required.
- Applicants who receive an offer of employment will be required to provide their Social Insurance Number (SIN) and bank account details.

Eligibility to work in Canada

All applicants who receive an offer of employment must be eligible to work in Canada on their start date. Proof of eligibility shall be in the form of a Canadian birth certificate, Canadian passport, Canadian citizenship certificate, Canadian certificate of permanent residence, Canadian open work permit or receipt from Immigration Canada of an application for a post-graduate work permit. Proof of eligibility must be current and valid (not expired, cancelled or voided). Proof of eligibility will be required if an offer of employment is made. Failure to provide proof of eligibility at least six (6) weeks prior to the start date may result in the offer of employment being rescinded.

Application deadline: May 20, 2019

Send Resumes To: Brandon Rogers – Summer Student Coordinator
Aamjiwnaang First Nation - Employment & Training
Summer Student Program 2019
978 Tashmoo Ave.
Sarnia, Ontario N7T 7H5

If you have any questions or concerns related to this job posting, please contact Imperial at Indigenous-Recruiting@esso.ca.

Imperial is committed to providing equitable treatment and equal opportunity to all individuals.

In certain situations, Imperial may use your application to consider your suitability for other positions in the company and may also provide the information to its affiliates, including affiliates of Exxon Mobil Corporation, in connection with possible opportunities at those affiliates.