

JOB POSTING

For the KSSEP 2024

Position: Production Assistant

Duration: May 13 - August 2nd (12 weeks)

Supervisor: Sara Rice, Production Manager

Requirements: Must be currently enrolled in University (preferred) but may consider CEGEP, High School
Organized and able to work great with others as a team
Good communication skills and time management
Comfortable with weights and measurements, attention to detail a must
Must be Registered for the KSSEP

Responsibilities: Assist in Sequoia production (prepping work area, measuring out raw materials, cutting and curing soaps, boxing soaps)
Organizing and tracking inventory of raw materials, boxes, soaps
Lining soap molds
Assisting in Candle production and preparation (wicking tins and inventory management) when needed

Wage Rate & Duration: \$17.25/hr (30-35 hrs per week)

Work Schedule: M-Th 8am-4pm Fri 8-11am

Deadline to Apply: May 7, 2024 at 4:00pm

Please drop off your Letter of Intent and CV at:

Sequoia Store, Kahnawake Business Complex or

email: vp@sequoiasoaps.com with **Summer Student Application** in the subject line

NOTE: This program is part of the KSSEP and candidate must meet the eligibility criteria of the KSSEP