

## COOPERATIVE EDUCATION

### NEW PLACEMENT INFORMATION

Company Name: SMD Finance  
 Address: 14-122 Hatt Street City: Dundas Postal code: L9H6Y4  
 Name of Contact Person(s): Sarah Dow  
 Telephone: 1(289)919-2735 E-mail: sarahdow0331@gmail.com

Co-op Job / Placement Title: General Administrator, Marketing Coordinator

Number of Placements Available: 2

|                               |                                                    |                             |                                 |                                             |
|-------------------------------|----------------------------------------------------|-----------------------------|---------------------------------|---------------------------------------------|
| Semester 1 (Sept. – Jan.)     | <input type="checkbox"/> am                        | <input type="checkbox"/> pm | <input type="checkbox"/> either | <input checked="" type="checkbox"/> all-day |
| Semester 2 (Feb. – June)      | <input type="checkbox"/> am                        | <input type="checkbox"/> pm | <input type="checkbox"/> either | <input checked="" type="checkbox"/> all-day |
| Summer Co-op (July - August): | <input checked="" type="checkbox"/> <b>ALL DAY</b> |                             |                                 | <b>X</b>                                    |

Hours (and days) of Work: Monday- Friday 9am-5pm

Will the student be paid a wage or given an honourarium? ☒ Yes ☐ No

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

#### General Administrator:

- Responsible for correspondence with all clients
- Must maintain an organized work space and professional demeanor
- Use of Microsoft Office and Adobe Acrobat

#### Marketing Coordinator:

- Responsible for coordinating all networking and promotional events
- Attends events and training to develop marketing skills
- Develops existing Marketing, Economics, and Public Relations skills

Job Requirements (Skills, Personal Qualities):

- Able to present a professional yet compassionate approach to all interactions
- Customer service or client relations experience is an asset
- Ability to adapt to various software platforms and office equipment
- Must be physically fit, able to lift and carry up to 25lbs, sit or stand for long periods of time
- Criminal Record to be provided for paid opportunities
- Preference will be given to those who are able to utilize their own computer periodically

Do you employ apprentices or any certified trades? Yes ☒ No

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience? ☒ Yes ☐ No

Is it okay for Co-op teachers to contact you directly? ☒ Yes ☐ No

I'd rather be contacted by the HWDSB Central office Yes ☐ No ☐

*An OYAP student is any student taking part in Co-op in an "Apprenticeable" occupation*

The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: [ngodwald@hwdsb.on.ca](mailto:ngodwald@hwdsb.on.ca) or faxed to (289) 674-0409