

COOPERATIVE EDUCATION

NEW PLACEMENT INFORMATION



Company Name: City Electric Supply
Address: 249 Lake ave N City: Hamilton Postal code: L8E 3B8
Name of Contact Person(s): Ian Deacon
Telephone: 905-573-8133 Fax: 905-573-6365 E-mail: ian.deacon@cityelec
Co-op Job / Placement Title: Electrical Wholesaler warehouse
Number of Placements Available: 1

Semester 1 (Sept. – Jan.) ☐ am ☐ pm ☐ either ☐ all-day
Semester 2 (Feb. – June) ☐ am ☐ pm ☐ either ☐ all-day
Summer Co-op (July - August): ☐ ALL DAY

Hours (and days) of Work: Mon-Friday 8am -12pm or 12pm - 4pm

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):

- Receiving orders and insuring their accuracy, including notes on any discrepancies or damaged goods
- Load and crosscheck products onto delivery vehicle, and place in route order
- File all customer orders once signed and received
- Inventory replenishment
- Stock take prep

Job Requirements (Skills, Personal Qualities):

- Organized and able to multi-task
- Readiness to offer help when needed
- Ability to lift and move heavy material

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 or faxed to (289) 674-0409