

Corporate Administrative Assistant (4-month Summer Student Internship)

Location: Mississauga & Toronto, ON	Posted Date: March 26, 2025	Positions Available: 2
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Overview:

BCU Financial is seeking a proactive and highly organized student for a full-time, 4-month internship (May – August) in the role of Corporate Administrative Assistant. This position offers an immersive hands-on experience in corporate administration, office operations, and organizational management.

Responsibilities:

- Provide comprehensive administrative support to the corporate teams.
- Assist in the preparation of documents, reports, and presentations.
- Organize and manage both physical and electronic filing systems.
- Engage in and assist with various administrative projects across corporate departments.
- Assist in organizing company events and meetings.
- All other additional administrative duties as assigned.

Requirements:

- Currently enrolled in a Degree/Diploma Program, preferably in Business Administration, Marketing, Human Resources or a related field.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively within a team.
- Detail-oriented with the capacity to manage multiple tasks simultaneously.
- Previous administrative or office experience is advantageous but not required.

Why Join Us?

- Gain hands-on experience in a corporate setting.
- Develop valuable skills while working with a dynamic team.
- Enjoy a position during the summer months with a schedule accommodating academic commitments if required and providing unpaid time-off to attend youth association summer camps.
- Access to networking opportunities and potential pathways for future employment.

Compensation:

Hourly wage: \$19.00 per hour

Candidates must apply via email to hr@bcufinancial.com to be considered for this internship. We thank all applicants for their interest in an internship at BCU Financial; however, only those candidates who are selected for an interview will be contacted.

BCU Financial Group is an equal opportunity employer dedicated to building an inclusive and diverse workforce. BCU Financial Group provides accommodations during the recruitment process upon request. Requests received relating to accommodation will be addressed confidentially.

About BCU Financial:

BCU Financial is a member-owned, financial cooperative dedicated to improving the lives of members and their community. BCU Financial is a part of BCU Financial Group – a growing Ontario-based financial group providing Canadians with diversified services and products. BCU Financial Group offers its members a real alternative to high-fee, big-name banking by providing no-fee chequing accounts, competitive savings accounts, loans, mortgages, cards, investment services, online banking, and insurance services. BCU Financial, together with its BCU Wealth Management division, currently oversees \$1 billion in assets.

BCU Financial Group also recognizes the importance of building a strong community. That's why it provides generous sponsorship funding annually to a wide array of community-based projects and activities. The Credit Union and its member-supported charitable institution, BCU Foundation, provide sponsorship funding of over \$1 million annually for community organizations, charity fundraisers, student scholarships, cultural events, and educational projects.