



Hiring the Position of Summer Student – Risk & Supply Chain Management

Position: Summer Student – Risk & Supply Chain Management
Posting #: 4016394
Date Posted: March 26, 2026
Closing Date: April 6, 2026, 4:00 p.m.
Employment Status: Temporary, Full Time
Work Hours Schedule: 35 hours per week
Location: Facility Service Office, Bright's Grove & Catholic Education Centre, Wallaceburg
Hourly Rate: \$19.90
Start Date: May 4, 2026 (Flexible)
End Date: August 21, 2026

If Interested

Send resume quoting posting number in cover letter through Apply To Education

<https://sccdsb.simplification.com/>

Responsibilities

Reporting to the Manager – Risk & Supply Chain, the Summer Student – Risk & Supply Chain Management will:

- Support procurement administration with a focus on providing excellent customer service;
- Perform data entry tasks across procurement, contracts, inventory, and compliance records, ensuring accuracy, organization, and accessibility of important information;
- Compile, track and maintain contract listing and contract requirements (e.g. insurance certificates, WSIB, health and safety requirements, privacy and data protection documents, etc.);
- Work with department staff to facilitate the creation and maintenance of online catalogues;
- Maintain system-wide inventory of classroom furniture and assist with the classroom furniture management;
- Administer activities related to the disposal of surplus furniture and equipment according to Board Guidelines;
- Coordinate system level shipping, receiving and delivery of various commodity needs with vendors and suppliers;
- Triage requests from vendors looking to do work with the Board, and support the administration of contractor pre-screening program;



- Assist in the transition of Emergency Preparedness Plans to a digital platform;
- Scan property files into a digital repository;
- Follow relevant Board and departmental policies, procedures, guidelines, and practices;
- Perform other related duties as assigned.

Qualifications and Skills

The successful candidate shall possess the following qualifications, skills and abilities:

- Secondary School Diploma
- Currently enrolled in Post-Secondary Education
- Demonstrated ability to work independently or as a team while handling a variety of tasks;
- Strong customer service mind-set;
- Proven ability to think strategically and analytically;
- Strong organizational, time management and problem solving abilities;
- Proficiency in computer software programs, including MS Word and Excel;
- Possess a valid driver's license and reliable vehicle as travel between Board locations may be required.

Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>).

Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

Thank You

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.