



JOB POSTING TEMPLATE FOR BCIT TRADES CO-OP

Centre for Workplace Education

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

E CWE@bcit.ca

Building NW5-101

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

JOB DETAILS

Company Name	Company Location
Job Title	Contact Name
Contact Phone	Contact Email
For which Trades Co-op program do you wish to post this opportunity? <input type="checkbox"/> Automotive Service Technician Operations <input type="checkbox"/> CNC Machinist Technician <input type="checkbox"/> HVAC & Refrigeration Technician	
Describe your company and workplace culture (e.g. number of employees, how long you have been in business, what your customers say about you, what employees say about working there)	
Outline what the job will entail and who it will report to (position title)	

JOB REQUIREMENTS

Essential qualifications and skills (the non-negotiable skills required)
Important skills or certifications (the nice-to-have's)
Describe the type of work style that you are looking for (e.g. reliable, curious, eager to learn and improve, independent, team-focused)

WAGE AND APPLICATION DETAILS

Wage/Salary*	Anticipated Start Date	Number of Positions
How to Apply <input type="checkbox"/> Collected by the Trades Co-op Office <input type="checkbox"/> Via email <input type="checkbox"/> Other; please specify:		

*Can be a range dependent on experience. Contact the Co-op Office if you would like advice on current wages.

Submit your job posting to CWE@bcit.ca