

KEY DUTIES DESCRIPTION – ADMIN ASSISTANT INTERN

Administrative Assistant Internship / Production Quality & Conformity Newrest Canada - Toronto

Newrest at a Glance

Newrest, a specialist in out-of-home food service, is the only major catering company active in all catering and related hospitality segments: airline catering, buy-on-board, duty-free on board, contract catering, remote site and support services, rail catering, airport and motorway retail concession (visit our website: <http://www.newrest.eu/en/>).

With 2016 revenues under management of 1,693.6 M€ and more than 29,500 employees world-wide in 48 countries, Newrest offers career opportunities worldwide within a Group that is constantly looking for new talents for our numerous subsidiaries spread out on five continents. Join Newrest to participate in an exciting entrepreneurial adventure offering unique career opportunities.

Summary

Newrest Canada is currently recruiting for an Administrative Assistant Intern to join our Toronto Unit. We are looking for an intern to work closely to our Production Director.

This is a training opportunity for individuals who are looking to gain experience in administration of operations. You must be currently enrolled in a school education program, and the placement must be a requirement of your program.

Key Accountabilities

- Fill and control temperature monitoring sheets / records
- Input, extract and compile production data on the computer (number of meals, airlines specifications, production scheduling support documents...)
- Control Adherence to Food Safety & Hygiene Procedures
- Control and monitor production traceability sheets
- Assure staff complies with Hazard Analysis Critical Control Point (HACCP) requirements
- Identify non-conformities related to product, process and service in the Food Department
- Reinforce quality awareness to the staff
- Track key performance indicators and operate daily patrol of production areas
- Coordinates actions to prevent the occurrences of all nonconformities
- Performs other related duties and responsibilities as assigned

Qualifications and Requirements

- Being a Student (or recent graduate looking for an internship)
- High proficiency with Microsoft Office and Outlook
- Strong English speaking and writing skills
- Strong organizational skills
- Sense of humour and high level of Team Spirit
- Ability to adapt to a fast-paced environment

Work Conditions

- Starting date : Ideally, March 20, 2017
- Duration of internship : 12 weeks to 16 weeks
- Number of available positions : 1
- Type of contract : Unpaid Internship
- Shift : Morning -> 9 am to 1 pm
- Working days : at least 3 days a week (working days can be flexible depending on your classes)
- Everyday lunch is provided for free at the cafeteria at the company's cost
- The unit is accessible 24/7 by Brampton Transit, on Rush Hours by Mississauga Transit. However, it would be much more convenient for candidates to commute with their personal car.

NOTE:

- This posting is exclusively for students required to complete an internship for course credit
- Successful candidate will be required to provide photo ID and valid SIN # for hiring process. The selected candidate must be legally entitled to study & to work as an intern in Canada.
- All our interns need a Social Insurance Number for their Internship placement. This is a requirement and ensures that the student is covered under Workplace, Health and Safety legislation.

There is no fee for a first-time application. Original documentation is required with the application. Please see the following link for information: <http://www.servicecanada.gc.ca/eng/sin/forms.shtml#f1>

How to Apply for this Internship :

- Intern opportunity open on : March 6, 2017
- Deadline for application : March 10, 2017
- Email recruit.canada@newrest.eu with full name, email address, phone number, postal address on the CV
- Mention intern position reference # : EYYZ – Prod Admin-Internship Toronto

Newrest in Canada:

- Our clients are leading airlines companies such as Air Canada Jazz, American Airlines, Aero Mexico, Air France KLM, Saudia Airlines and Ethiopian Airlines.
- Newrest Servair has 3 major operational units based in Toronto, Montreal & Calgary.
- These units, specialized in airline catering & buy-on-board are successfully growing

Newrest Toronto Corporation:

- The production unit is based in Mississauga, ideally located right next to Toronto Pearson International Airport
- Our company provides with competitive salary rates, group health coverage benefits, career opportunities, and modern equipment
- We actively promote and consistently apply Quality Assurance, Health & Safety and Food Safety Standards
- Newrest is an equal opportunity employer and is committed to a diverse and inclusive workforce
- Our Toronto Unit is a dynamic facility where employees are considered and encouraged to grow.

Apply today and be a part of our team, delivering exceptional catering services and food products to top-notch airlines all around the world !

NEWREST. Catering Unlimited.

