

## Work Integrated Learning (WIL) Program

### **Internship: Human Resources (HR) clerical assistant**

- May 1 – August 31, 2023 (may be able to accommodate if flexibility is required)
- 30-40 hrs/week (Monday – Friday, daytime)
- Reports to: Nish Verma, VP-HR

### **Duties & responsibilities:**

- Support in document organization, organizing filing system
- Creating hard copies of employee files
- Organizing and storing files for terminated staff
- Scheduling interviews with potential candidates & internal management teams
- Documenting performance standards
- Organizing job descriptions
- Review & edit internal Employee Handbook with recent updates, spelling & grammar revisions

### **Requirements:**

- Basic knowledge of Microsoft suite (Word & Outlook specifically) required

### **About Us:**

Founded in Canada in 1986, Mondetta – which combines the French word ‘monde’ (world) with the Latin suffix ‘etta’ (small) – was created with the ambitious goal to harmonize the globe. Developing simple yet sophisticated sportswear with unique flag-bearing sweatshirts, Mondetta skyrocketed to success creating a ‘A Spirit of Unification’, selling clothing and uniting people around the world.

Fast-forward to today, 30+ years since our humble beginnings, Mondetta has evolved from a sportswear brand to a global leader in sustainable, technical, lifestyle and active wear. Fashion, quality and attainable prices have always been at the forefront of our designs and product development, and by staying true to those principals we have been able to create an activewear brand perfect for both the elite athlete and the general sweaty pursuits of everyday life.

We believe in designing pieces that work with and for you, making your yoga class easier and your everyday more comfortable. We believe that this solution doesn’t have to be expensive and it’s important to us that we’re an accessible, attainable brand – think of us as your newfound best secret!

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## Work Integrated Learning (WIL) Program

### Internship: E-commerce/Digital Marketing Intern

- May 1 – August 31, 2023 (may be able to accommodate if flexibility is required)
- 25-40 hrs/week (Monday – Friday, daytime)
- Reports to: Lochlin Broatch, E-commerce Manager

### **Duties & responsibilities:**

- Provide ongoing support to E-commerce website manager for daily maintenance
- Undertake data entry projects to ensure quality of product information and visibility to customer
- Support SEO initiatives to help with product optimization and ad serving
- Provide various Support to digital marketing in regards to Social Media content creation and management
- Support e-mail marketing with customer list segmentation and reporting
- Learn – We want you to get involved! There's a lot that goes into managing an e-commerce website and you'll have the opportunity to be exposed to various facets, from Product management, marketing, promotions, and social media content creation.

### **Requirements:**

- Basic knowledge of Microsoft suite (Word, Outlook, Excel) preferred

### **About Us:**

Get involved on the ground floor of a growing E-commerce Apparel company. Get hands on experience on the basics of e-commerce, what goes into selling online, and how we manage sales in the digital marketplace.

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## Work Integrated Learning (WIL) Program

### Internship: Photoshoot coordinator

- May 1 – August 31, 2023 (may be able to accommodate if flexibility is required)
- 30-40 hrs/week (Monday – Friday, daytime)
- Reports to: Tony Lavilla, Production Graphics Art Director

### **Duties & responsibilities – support graphics & photoshoot teams in the following:**

- Sample tracking and organizing, arrange shipments to locations
- Sourcing, ordering & organizing props and accessories
- Support model booking & casting. Liase with agents, send samples to agencies, update model decks
- Scouting & booking photoshoot locations
- Image searching for mood boards, organization of said images. Organization of season images on internal server.
- IG Content: off body mood boards, styling
- Support in assembly of model looks, organization of samples, model dressing for fashion shows & photoshoots
- Support in merchandise updates, mannequin dressing and weekly maintenance for our internal Showroom
- Processing invoices, requisitions, tracking expense totals

### **Requirements:**

- Basic knowledge of Microsoft suite (Word, Outlook & Excel) preferred

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## Work Integrated Learning (WIL) Program

### **Internship: Warehouse associate**

- May 1 – August 31, 2023 (may be able to accommodate if flexibility is required)
- 16-24 hrs/week (Monday – Friday, daytime)
- Reports to: Artem Omelchak – Warehouse, logistics & distribution manager

### **Duties & responsibilities:**

- Ensuring cleanliness, tidiness, and safety of work environment
- Counting and confirming inventory
- Inspecting inventory for damages and defects
- Marking and labeling stock
- Storing inventory in accessible manner
- Loading and wrapping stock on pallets
- Picking orders and refilling bins and shelves

### **Requirements:**

- Must be able to lift cartons with a weight of up to 50 lbs

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## Work Integrated Learning (WIL) Program

### **Internship: Sample coordinator assistant**

- May 1 – August 31, 2023 (may be able to accommodate if flexibility is required)
- 16-24 hrs/week (Monday – Friday, daytime)
- Reports to: Artem Omelchak – Warehouse, logistics & distribution manager

### **Duties & responsibilities:**

- Putting away or boxing old samples for Clearance to make room for new samples.
- Steaming/hanging samples for Photoshoot or Meetings.
- Preparing sample packages to be sent for Photoshoots or Meetings.
- Organizing competitor samples, salesman samples & fit samples in our internal sample warehouse

### **Requirements:**

- Must be able to lift cartons with a weight of up to 50 lbs

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## Work Integrated Learning (WIL) Program

### **Internship: Planning & Support/Technical Design intern**

- June 1 – June 30, 2023 (may be able to accommodate if flexibility is required)
- 16-24 hrs/week (Monday – Friday, daytime)
- Reports to: Danielle Cote – Planning & Support manager

### **Duties & responsibilities:**

- General data entry into our internal PLM system – as needed by Planning & Support manager
- Review department manuals, support with updates and edits to spelling/grammar
- Support Technical Design team in clearing out old submissions from factories, disassembling submissions for recycling where possible.

### **Requirements:**

- Basic knowledge of Microsoft suite (Word & Outlook specifically) required
- Must be able to lift binders and boxes with a weight of up to 15 lbs

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## Work Integrated Learning (WIL) Program

### Internship: Mondetta IT Helpdesk Intern

- May 1 – August 31, 2023 (may be able to accommodate if flexibility is required)
- 30-40 hrs/week (Monday – Friday, daytime)
- Reports to: Mauro Biefeni – Head of IT
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### **Duties & Responsibilities:**

- Provide first-level technical support to end-users, resolving hardware, software, and network issues.
- Respond to helpdesk tickets promptly and escalate complex issues to senior team members as needed.
- Assist with the installation, configuration, and maintenance of computer hardware and software.
- Troubleshoot and resolve issues related to desktops, laptops, printers, and other peripherals.
- Deliver excellent customer service by responding promptly to user inquiries and maintaining a positive and professional demeanor.
- Provide clear and concise instructions to end-users on issue resolution.
- Develop and maintain comprehensive documentation for hardware and software configurations, troubleshooting procedures, and FAQs.
- Contribute to the knowledge base with detailed and user-friendly documentation.
- Depending on knowledge and education, software development tasks may be available.

### **Requirements:**

- Currently pursuing a degree in Information Technology, Computer Science, or a related field.
- Basic knowledge of computer hardware, operating systems, and software applications.
- Ability to troubleshoot and diagnose technical issues.
- Strong customer service and interpersonal skills.
- Effective communication skills, both verbal and written.
- Proficient in creating and maintaining detailed technical documentation.
- Ability to quickly learn new technologies and adapt to a fast-paced environment.
- Collaborative mindset and willingness to work in a team-oriented setting.
- Bonus: Familiarity with servers and networking concepts.
- Bonus: Basic understanding of software development tools such as Visual Studio, C#, and MS SQL.

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