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**Job Title:** Business Administration Intern  
**Employment Type:** Spring/Summer full-time with the potential to continue part-time during the 2025-2026 school year.  
**Initial Contract Dates:** Initial summer contract would start full or part-time in early April 2025 (start date to be negotiated). Full time hours would run from Monday, April 28, 2025 to Friday, Aug. 29, 2025.  
**Office Location:** Stratford, PE

### **Why Join Engineering Technologies Canada Ltd. (ETC)?**

We are a specialized engineering consulting and product development company based in Stratford, PE which has been doing pioneering work for over 25 years. Our founder, [Kelly Galloway, P.Eng.](#), has a reputation as an innovator, who does not hesitate to depart from traditional engineering approaches when there is a better solution.

You will be on the ground floor of an industry leading company, working closely with the CEO and the rest of our small but mighty team. There will be plenty of opportunities for you to learn and contribute, be innovative, and to be entrusted with increasing responsibility.

ETC's **civil/environmental engineering consulting division** has won provincial and national awards for excellence in engineering and sustainable design. Since 1996, we have been entrusted to solve challenging wastewater management problems throughout the Maritime Provinces. Our clients range from rural homeowners and private developers to rural municipalities and provincial governments.

ETC's **product development and light manufacturing division** is on an environmentally friendly mission to make on-site sewage systems more effective, affordable and easier to design and maintain.

We are recognized as a leading authority on the use of *constant head permeameters* for assessing *soil hydraulic conductivity* in the field. Our **Pask Permeameter Kits** are sold to customers around the world, through our webstore at [DynamicMonitors.com](#) and through our distributor partners in Canada, the USA and Europe.

Our IoT ("internet of things") startup, [SepticSitter.com](#), is a patented, remote monitoring and alert system for properties with on-site sewage systems. When septic systems fail, they can create environmental and public health disasters including contamination of groundwater and surface water. SepticSitter detects problems early, so they can be fixed, before a messy, costly disaster occurs.

While sewage systems may not be the most glamorous industry, we make up for it with the fun we have with *poo puns* and our pride in the difference we are making in sustainable on-site wastewater management. So, come help us change the way the world "does its business", for the better!

**Engineering Technologies Canada Ltd. (ETC)** is currently recruiting for the position of **Business Administration Intern**. You must be a student currently enrolled in a post-secondary program. This is a spring-summer contract with the potential for continued part-time work during the next school year. Candidates who are open to part-time work during the 2025/2026 school year will be given priority.

Hours are to be negotiated, however you can expect to work between 30 and 40 hours per week during the full-time contract phase, and 5 to 10 hours per week during the part-time phase. This will be a hybrid position involving mostly onsite work at the company head office in the Stratford Business Park, with the potential for some off-site remote work if desired and agreed to by management.

**Here are some of the roles, responsibilities and tasks you will work on:**

#### Bookkeeping/Finances

- Bookkeeping using QuickBooks Online
- Accounts receivable and payable
- Payroll
- Prepare invoices and statements
- Post expenses and revenue
- Prepare quarterly GST/HST returns
- Prepare of monthly PD7A payroll remittances
- Reconciliations (bank accounts, credit cards, Paypal, etc.)
- Compile information for company T2 filings and year end financial statements
- Generate various financial reports as required from our software (e.g. sales reports, loans, profitability, gross margins, cost of goods, etc.)
- Prepare weekly/monthly cash flow forecasts and updates
- Other finance or accounting related tasks

#### Business Administration

- Communicate with customers and suppliers through email and phone.
- Conduct research to locate suppliers and request quotes from suppliers
- Prepare customer orders for shipment, provide pre and post sales customer support
- Assemble user guides and other customer documentation to accompany orders
- Update product information online
- Update databases of client jobs and customer information
- Assist with preparation for training seminars
- Assist with preparation of customer quotes and estimates
- Assist with writing blog articles, building-out website FAQs
- Order parts and supplies
- Prepare purchase orders
- Preparing waybills and customs documentation for domestic and international shipments
- Help manage inventory using company software
- Assist with insurance policy renewals
- Assist with scientific research and experimental development (SR&ED) ITC claims
- Preparing claims for government funding and subsidy programs
- Helping with the administration of Group Health Benefits Plan
- Use email list software to send communications to a list of contacts

### **Experience with any of the following would be an asset, but is not necessary:**

- QuickBooks Online, QuickBooks Desktop or other bookkeeping or accounting software
- Google Workspace software (eg. Drive, Docs, Sheets, Slides, Gmail, Meet)
- Microsoft Office Suite (eg. Word, Excel, PowerPoint, Outlook, Teams)
- Making and/or editing videos or digital animations.
- E-commerce (e.g. Selling products through Amazon, Shopify, WooCommerce, Etsy, etc.)
- Graphics design software (e.g. PhotoShop, InDesign, Illustrator, etc.)
- Website design, development or blogging.
- Online marketing/advertising (eg. Facebook ads, Google Adwords or Ads)
- MailChimp, Constant Contact or other email list software
- CRM software (eg. Hubspot, Salesforce, PipeDrive, etc.)
- 3D printing or prototyping
- Software programming or coding
- CAD software such as 2D (e.g. Sketch up, AutoCAD) or 3D (Fusion 360, Solid Works)
- Electronics, soldering
- Programming microcontrollers, microprocessors, or single board computers (e.g. Arduino, Raspberry Pi, etc.)

### **Qualifications & Requirements:**

- You are legally entitled to work in Canada according to federal/provincial legislation and regulations.
- You are a Canadian citizen, permanent resident of Canada, or have been granted refugee status in Canada (no work permits or student visas please).
- You are currently enrolled (full or part-time) in a post-secondary program, preferably related to accounting, business, engineering or science, and have completed at least one year of the program.
- You will not be graduating from your program until 2026 or later.
- You are fluent in English (written and spoken). Fluency in French would be an asset.

### **Qualities/traits that would make you a great fit for this role:**

- You equally enjoy individual autonomy, working alone, and working in a team-based environment.
- You are emotionally intelligent, have good relationship skills and really enjoy working with people.
- You are resourceful, but don't hesitate to ask questions or for clarification when necessary.
- You are detail-oriented, but can also see the big picture as needed.
- You keep an eye out for potential issues with products or processes that could become problems, and bring them to the attention of other team members before being asked.
- You have an entrepreneurial spirit. Where other people see annoyances, you see problems that need fixing, and love to come up with creative ideas to solve them!
- You are comfortable collaborating with team members using email, chat and video software.
- You are willing to pitch in and help wherever needed, even if it involves tasks not normally part of the job description.

**Compensation Range:**

- \$18/hr to \$22/hr depending on qualifications, experience and education level.

**Where:**

- Primarily based at ETC's office in Stratford, PEI
- Some remote (off-site) work may be approved at the discretion of management

**How We Hire:**

We believe that diverse and inclusive teams make businesses and the world better. Therefore, we highly encourage candidates of all backgrounds and perspectives to apply. We welcome applications from women or those who identify as female, first year students, visible minorities, indigenous peoples, newcomers to Canada, those with a disability (visible or invisible), or any other group that is under-represented in the workforce.

**To apply, please fill out this [online application form](#).**

Link: <https://forms.gle/NgZ4K7AuDfGzFX7B8>

An actual human will review every application. We thank all applicants in advance for applying; however, it's possible only candidates moving forward in the hiring process will be contacted.

**Closing Date:**

Please apply as soon as possible. **Closing date will be indicated in the job ad summary on our web site and in the [online application form](#).**