Systems Integration & Office Administrative Assistant (Student Position)

The CMVA is a Canadian non-profit association that provides support for members in the areas of certification, knowledge sharing and standard development in the field of predictive maintenance for industrial machinery.

We are seeking a detail-oriented and tech savvy post-secondary student to support both our digital systems integration and general office administration. This hybrid role is ideal for someone who enjoys working across technology and is studying computer science, computer systems technology, information technology, instructional design, or a related field.

Key Responsibilities:

- Recommend and implement improvements of our LMS platform to enhance automation and usability
- Consolidate existing digital tools into the LMS platform
- Clean and reorganize existing database information
- Provide general administrative and technical support to the Administrators and Executive Director

Qualifications:
- Currently enrolled in a post-secondary program
- Eligible for the Canada Summer Jobs Program
- Bilingual in French and English (spoken and written)
- Experience with Microsoft Office Suite, Adobe Acrobat Pro, and basic database management
- Self-motivated, organized, and capable of managing multiple priorities with minimal supervision
- Capable of supporting LMS platform implementation and integration (preferably Axis LMS)
- Bonus: Experience with no-code/low-code tools or web integration platforms

Position Details:
- Location: Remote (Canada-Wide)
- Duration: Summer 2025, 8-week position (May-August, with flexible start/end dates)
- Hours: 35 hours per week
- Compensation: $18.00 per hour
- Application Deadline: June 13th, 2025

To apply: Send cover letter and resume to admin@cmva.com