Employment Opportunity:

Position: Logistics & Procurement Support Intern
Company: MDC Supply LP, Subsidiary of MDC
Location: Timmins, Ontario
Closing Date: Sunday, August 9, 2026 @ 11:59pm EST

MUSHKEGOWUK DEVELOPMENT CORPORATION

Summary

Mushkegowuk Development Corporation is seeking a motivated Logistics & Procurement Support Intern to support the Company's operations across the supply division. The Intern will report to the Capital Projects Manager and plays a supporting role in ensuring accurate and timely coordination of orders for Indigenous communities, regional organizations, and commercial/industrial customers across Northern Ontario. Through your organizational and coordination skills, the Logistics & Procurement Support Intern will assist with procurement, logistics coordination, and customer order processes for the company. The ideal candidate will have strong attention to detail, an interest in supply chain and logistics, and the ability to manage multiple priorities in a fast-paced environment.

Key Responsibilities

- Support procurement and logistics coordination for customer orders
- Assist with preparation of quotations, procurement documentation, and pricing summaries
- Track customer orders from quote to delivery
- Support bulk purchasing and seasonal supply initiatives (e.g., winter road)
- Support marketing and sales programs
- Coordinate with warehouse staff for order fulfillment
- Maintain tracking tools and spreadsheets
- Communicate order timelines and updates with customers

Qualifications

- Recent graduate of a college/university program in Supply Chain Management, Logistics, Business Administration, or related field preferred, but not required.
- Strong organizational and analytical skills.
- Proficiency with Microsoft Office, especially Excel.
- Professional communication skills and attention to detail.
- Speaking Cree is an asset

This is a government-funded position. Due to the funding eligibility criteria, applicants must identify as Indigenous.

If you possess the qualifications and experience described above, we invite you to apply for the Logistics & Procurement Support Intern position. Join us in our mission to drive growth, innovation, and success for the Mushkegowuk Development Corporation and its subsidiaries.

MUSHKEGOWUK REGIONAL ECONOMIC DEVELOPMENT LIMITED PARTNERSHIP

How to apply:

Submit resume and references, quoting Competition #2026-01, no later than 11:59pm on August 9, 2026 to mdcfinance@mushkegowuk.ca or mail to 101 Cedar St. South Timmins, P4N 2G7.

https://mushkegowukdc.ca/employment-opportunities/