Job Posting:175612 - Position: W26 IT Support Co-op 175612

Co-op Work Term Posted:	2026 - Winter
App Deadline	12/05/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	11/24/2025 04:02 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	British Columbia Infrastructure Benefits (BCIB) Inc.
Address Line 1	89 West GEORGIA, Suite 1050
City	Vancouver
Postal Code / Zip Code	V6B 0N8
Province / State	British Columbia
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
<b> Job Title <b>	W26 IT Support Co-op 175612
Position Type	Co-op Position
Job Location	Vancouver, BC
Country	Canada
Duration	4 months
Work Mode	Hybrid
Salary Currency	CAD
Salary	3724.5 per month for 37.5 Major List
Salary Range $	$1,862.25 biweekly plus an additional 14% in lieu of vacation and benefits, less statutory deductions.

Job Description

Job Title: IT Support Co-op
Division: People and Services
Reports to: Manager, IT Operations
Who We Are:
A career at BC Infrastructure Benefits (BCIB) grows opportunities in the skilled construction trades and helps build respectful jobsites free from discrimination and harassment. BCIB is the progressive employer on major public infrastructure projects in British Columbia. We are building a diverse, skilled workforce to support the construction industry in British Columbia now and in the future.
At BCIB, our commitment to diversity and inclusion is central to our mandate and our values. We value every voice, share every challenge, limitless in our pursuits, and welcome any excuse for a potluck. If you are looking for an exceptional place to work where you can make a positive impact across the province and enjoy a culture of belonging, consider a
career with BCIB.
BCIB has been recognized as one of BC's Top Employers and as one of Canada's Best Diversity Employers. Find out why:

Top Employer: BC Infrastructure Benefits Inc. / BCIB

Job Summary:

This role will be reporting to the Manager, IT Operations. The IT Support Co-op will be responsible for supporting equipment setup and deployment, maintaining and improving IT documentation and asset records, and assisting with Power Platform automation initiatives.

Essential Duties &Responsibilities:

• Assist in documenting project requirements, workflows, implementation plans, and standard operating procedures.

•Support data collection, validation, and ongoing updates for IT asset inventory tracking.

•Assist with Power Platform automation initiatives.

•Help coordinate deployment activities.

•Assist with preparing devices and supporting user communications.

•Shadow network troubleshooting.

•Assist with basic laptop/desktop configuration and imaging as needed.

•Contribute to the creation, updating, and maintenance of user guides and training materials.

•Assist with technical documentation and maintenance.

•All other duties as required.

Work Schedule:

Full time:

• 37.5 hours per week

•Monday - Friday

Hybrid - BCIB currently follows a hybrid schedule where employees work from the BCIB head office a minimum of three days. Based on the needs and demands of the role, more days may be required.

Compensation:

The hourly rate offered for this position is: $1,862.25 biweekly plus an additional 14% in lieu of vacation and benefits, less statutory deductions.

Work Environment:

• Complimentary Fitness Facilities with changing room & showers

•Large open floor and windows with a view

•Business Casual/ dress for your day

•Shared kitchen & lunch area

•Coffee station

•Bike locker

•Near Public Transit

•Near False Creek

 BCIB is committed to employment equity and building a diverse workforce, representative of the communities we serve throughout the province. We believe our team's diversity is our strength, and encourage all Indigenous applicants, people of colour, all genders, 2SLGBTQIA+ and persons with disabilities to apply. To learn more about BCIB's commitment to diversity, equity and inclusion, please visit our website.

Accommodations are available on request for candidates with disabilities who anticipate needing modifications during the application and interview process. Please email jobs@bcib.ca and we can discuss the matter in confidence.

Job Requirements

Qualifications & Years of Experience:

• Pursuing a degree in IT, Computer Science, Information Systems, or a related technical program.

•Knowledge of Microsoft 365, Windows OS, basic networking concepts, and documentation best practices.

•Experienced in basic computer setup, troubleshooting, or technical support

•Experienced in Power Apps, Power Automate, or other low-code platforms is an asset.

•An equivalent combination of education and experience may be considered.

Preferred Skills:

• Strong organizational skills.

•Ability to adapt to organizational, process, and system changes.

•Ability to problem solve.

•Reliable team player.

•Strong written and verbal communication skills.

•Excellent interpersonal and customer service skills.

•Strong analytical skills, with the ability to think critically.
•Self motivated individual.
•Proficient with data entry.
•Proficient with Microsoft Excel, Word, PowerPoint, and Outlook.

Citizenship Requirement   N/A

APPLICATION INFORMATION

Application Procedure   Through Employer Website
Cover Letter Required?   Yes
Address Cover Letter to   Manager, IT Operations
Special Application Instructions

Recruitment process:
BCIB staff will review all applications received, but only applicants that demonstrate their suitability for this position by meeting the minimum level of qualifications and experience will be contacted for an interview. A standard interview format will be used including general, scenario and behavioral descriptive interview questions. Please send your **resume** and **cover letter** to jobs@bcib.ca
Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.