

# Administrative Assistant



Programme Delivery Division  
Full time Indeterminate Position

## About Us

SNOLAB is a unique world-class international facility for deep underground scientific research. Located 2km underground in the Vale Creighton mine, near Sudbury, Ontario, SNOLAB hosts a suite of surface facilities and laboratories including a 5000m<sup>2</sup> clean room underground. The science programme at SNOLAB is primarily focused on subatomic and astroparticle physics, specifically the search for dark matter and neutrino studies.

## The Position

The position will provide administrative support to the Associate Director to ensure efficient operation of the division. Additionally, the position will provide administrative support to managers and staff of the division. This will include communicating via phone and email, making travel and meeting arrangements, and coding and filing material according to established procedures. There may also be occasion that these duties will require travel to the underground laboratory.

## Criteria

### Education:

High School Diploma.

Post secondary education in business, computers, or office management is an asset.

### Experience:

Significant experience working in an office environment.

Significant experience in an administrative support role.

Experience communicating both orally and in writing with staff and clients.

Experience using computer word processing, spreadsheet, and database software to prepare reports, memos, and other documents.

Experience working in a research or university office environment would be deemed an asset.

## **Salary Range**

Salary will be determined by qualifications and experience and includes an attractive benefits package. To meet operational needs, shift work may be required.

## **To Apply**

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Applications must be received no later than the closing date. Interested candidates will include a current cover letter and resume.

## **Closing Date**

**May 30<sup>th</sup>, 2017**

Applications will be accepted until 23:59 Eastern Time.

SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Aboriginal persons, members of visible minorities, and persons with disabilities.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes in account an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

**Posting Date: May 16<sup>th</sup>, 2017**