

QUALITY ASSOCIATE



Risk Management Group
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 5000m² clean room underground. The science programme at SNOLAB is primarily focussed on subatomic and astroparticle physics, specifically the search for dark matter and neutrino studies.

The Position

Reporting to the Quality Assurance Officer, the Quality Assurance Associate will be responsible for performing activities that support the effective implementation and maintenance of the quality management system. The position will assist with records management activities including posting, file planning and maintenance of SNOLAB record collections. Additionally, the position will provide support, training and orientation to the organization with regards to the records management system. The position will accomplish this through the application of extensive procedural knowledge and understanding of the administrative and operational policies of SNOLAB.

Criteria

Education:

- Undergraduate degree or completion of ASQ Certified Quality Technician Certificate or a related three-year community college program;
- Certificate in Quality Management Systems, Quality Improvement Associate, Quality Auditor and/or Quality Engineer designation is considered an asset.

Experience:

- Experience in a quality management or quality assurance role;
- Experience working with electronic document management systems.
- Experience with Microsoft programs, specifically Office Word;

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. **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 should include a cover letter and resume.

Closing Date

Applications will be accepted until **December 15th, 2017**, 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 peoples, 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 into account an applicant's accessibility needs.

Further information about SNOLAB may be found at www.snolab.ca

Posting Date: November 14th, 2017