



Human Resources Assistant

Corporate Services

Full-Time Term Position (12 months)

About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

The Position

The Human Resources Assistant will provide administrative support with the day-to-day operations of the human resources functions and duties. The HR assistant will perform a wide variety of administrative tasks in some or all the following functional areas: HRIS, employee relations, compensation, organization development, executive administration, and recruitment. They will work collaboratively with the Managers and HR Advisors to establish, review and revise processes and procedures.

Criteria

Education:

A Bachelor's Degree in a relevant program

Experience:

- Experience providing administrative support. Support in an HR department would be an asset
- Experience working with human resource information systems is an asset
- Experience in dealing with clients
- Experience supporting recruiting activities is an asset
- Experience with entering, correcting, searching, and manipulating data



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2

☎ 705.692.7000 🖱 www.snolab.ca

Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

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. Interested candidates should include a cover letter and resume.

Closing Date

November 8, 2021

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, Indigenous 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 into account an applicant's accessibility needs.

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

Posting Date: October 25, 2021



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