



## Executive Assistant

Corporate Services

Full-Time Term Position (12-month term)

### 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

This position reports to the SNOLAB Executive Director. The Executive Assistant serves as a primary point of contact for matters related to the administration of the Executive Director's office including, providing assistance in managing incoming enquiries and other day-to-day operations. This position requires exceptional communication skills and a need for duties be completed accurately; delivered with high quality; and in a timely manner.

Job Duties include:

- Preparing and editing correspondence, communications, presentations, spreadsheets and other documents;
- Conducting research and retrieving appropriate documents and reference materials for organizational presentations and reports;
- Managing and maintaining the Executive Director's schedule, appointments and travel arrangements through a calendar system;
- Booking rooms, teleconferences, preparation of material and binders;
- Recording, transcribing and distributing minutes of meetings;
- Other administrative duties as assigned.



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

☎ 705.692.7000 🌐 [www.snolab.ca](http://www.snolab.ca)

## Criteria

### Education:

A minimum of a two (2) year post secondary diploma in a field related to business or administration

### Experience:

- Significant experience in an administrative support role.
- Significant experience communicating both orally and in writing with staff and clients.
- Experience drafting and editing letters, reports and briefing notes.
- Experience working in a research or academic office environment would be deemed an asset.
- Experience providing administrative support to an executive position would be deemed an asset.

### 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](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. Interested candidates should include a cover letter and resume.



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## Closing Date

**December 31, 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](http://www.snolab.ca)

**Posting Date: December 13, 2021**



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