



Administrative Assistant

Full-Time One-Year Contract
Operations Department

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 position provides administrative support to the Director of Operations to ensure efficient operation of the division. The position will support officers and employees through a variety of tasks related to the operation's division. This includes communicating via phone, email, direct messaging, ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner. The position involves managing calendars, organizing meetings, and taking minutes, writing, editing, and formatting documents, creating, and using spreadsheets, and other MS Office and MS-365 applications.

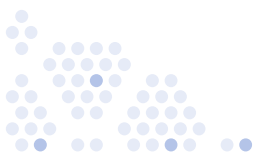
Criteria

Education:

High School Diploma
Post-secondary education in business, computers or office management is an asset.

Experience:

- Significant experience working in an office setting.
- Significant experience in administrative support role
- Demonstrated ability using computer word processing, spreadsheet, and database software.
- Experience working in a research or university office is an asset.



📍 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 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. Interested candidates should include a cover letter and resume.

Closing Date

February 16, 2024

Applications will be accepted until **11:59pm** Eastern Time.

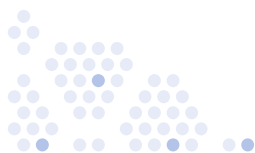
SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

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: February 2, 2024



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