



Executive Assistant

Indeterminate Position, Executive Director's Office (EDO)

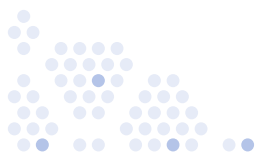
About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding program 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

SNOLAB is seeking an experienced Executive Assistant to provide high-level administrative support to the Executive Director. This role ensures the efficient operation of the Executive Director's Office (EDO) and smooth interaction with internal and external stakeholders. Serving as key administrative contact for the EDO, the ideal candidate will bring exceptional organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment with discretion and professionalism. The Executive Assistant will:

- Support the Executive Director by coordinating calendar, appointments, travel arrangements and itineraries, resolving conflicts and ensuring efficient use of executive time
- Screen, prioritize, and respond to incoming communications, including emails, calls, and correspondence, directing items to appropriate members of the Executive Director's Office as appropriate.
- Prepare, edit, format, and assemble correspondence, reports, presentations, and briefing materials for internal and external stakeholders.
- Coordinate agendas, materials, logistics, and scheduling for Board of Directors and committee meetings, ensuring accurate documentation and timely distribution of materials.
- Maintain filing systems, databases, and repositories for executive and governance records, ensuring accurate, organized, and confidential document management.
- Track action items and follow-up tasks arising from meetings and communications, ensuring deadlines are met and issues are escalated appropriately.
- Builds strong working relationships with division Administrative Assistants, ensuring effective communication, alignment and coordination of priorities.



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2
📞 705.692.7000 🌐 www.snolab.ca

Education:

- Post-secondary diploma or degree in Business Administration, Office Management, Communications, or a related field.
- Additional certifications in Executive Assistance, Office Administration, Project Coordination, or Governance Support are considered an asset.

Experience:

- Minimum 3 years' experience providing executive level support in a complex organizational setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Superior organizational, time management and multitasking skills with a strong attention to detail.
- Excellent written and verbal communication skills, with the ability to interact professionally with executives, staff and external stakeholders
- Proven ability to manage sensitive information with discretion and confidentiality.
- Experience coordinating executive-level meetings

Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package.

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 September 30, 2025 Posting Date: September 16, 2025

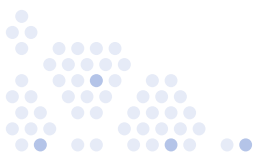
Applications will be accepted until **23:59 Eastern Time**.

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



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