



Administrative Assistant, Operations Division

Indeterminate (Permanent) – 1 Position (Current Vacancy)

About Us

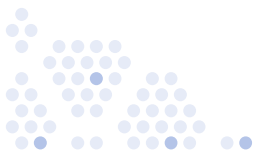
SNOLAB is Canada's deep-underground science laboratory, located at a depth of 2 kilometers in Vale's Creighton Mine near Sudbury, Ontario. The facility supports world-class astroparticle physics research and has attracted innovative life science and quantum technology programs. SNOLAB operates in a controlled, air-conditioned clean-room environment, supported by a suite of surface facilities and laboratories, supported by a multidisciplinary team of scientists, engineers, skilled tradespeople, technical staff, and support staff.

By hosting and enabling the world's most advanced and sensitive underground experiments, SNOLAB bolsters Canada's scientific reputation, attracts new talent to our country and Northern Ontario, trains more highly skilled people, provides more opportunities for Canadian researchers to lead international projects, and generates economic benefits for Ontarians and Canadians.

About the Role

The position provides administrative support to ensure efficient operation of the Operations Division. The position is responsible for assisting with daily office functions, coordination of schedules, and supporting divisional staff with a variety of administrative and logistical tasks. The position requires strong computer skills, as well as organizational and communication skills to ensure duties are completed accurately and in a timely manner.

- Provide administrative and operational support to assigned division ensuring effective prioritization of time, meetings, and commitments.
- Coordinate calendar, appointments, and travel arrangements, resolve scheduling conflicts.
- Administer and execute operational workflows and business processes through software and database platforms, including event reporting, asset management, SharePoint, spreadsheets, and electronic workflow systems.
- Record and transcribe minutes and summaries for division meetings.
- Organize logistics for divisional meetings, workshops, visits and events.



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- Maintain electronic filing systems.
- Track action items and follow-up tasks arising from meetings and communications, ensuring deadlines are met and issues are escalated appropriately.
- Handle petty cash, reconciliation of corporate credit card statements and processes deposits while ensuring accurate record keeping and timely completion of financial transactions.
- Assist with the preparation of presentation slides, emails, and memos to support effective communication and information sharing.
- Order, receive and maintain inventory of office supplies.
- Collaborate with the administrative team to ensure effective communication, alignment, share information and support divisional operations.

Closing Date: June 26, 2026

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

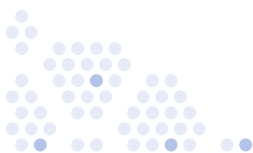
Education and Experience:

- High School Diploma or equivalent is required.
- Post-secondary education in Business, Office Administration or a related field is an asset.
- Certifications in Microsoft Office or Business Communication is an asset.

Knowledge, Skills and Abilities:

- Knowledge of office administration practices and proficiency in computer programs for word processing, spreadsheets, databases, SharePoint, email and presentation software (Microsoft Suite).
- Knowledge of administrative processing including calendar management, travel coordination, correspondence and record keeping.
- Excellent organizational, planning and time management skills, with the ability to manage multiple priorities.
- Excellent attention to detail with a high level of accuracy in document preparation and recordkeeping.
- Ability to communicate professionally both written and verbally.
- Demonstrated ability to maintain confidentiality, exercise discretion and handle sensitive information appropriately.

Salary Range: \$54,528 - \$64,261



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Total Rewards:

- Employer paid dental, extended health, vision care, emergency travel assistance, Employee Assistance Program (EAP), Life Insurance, and supplementary Wellness Benefits.
- Excellent Employee Pension Plan
- Disability benefits, and optional additional Life insurance and Accidental Death & Dismemberment (AD&D)
- Generous paid time off
- Maternity and paternity leave supplement pay

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.

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

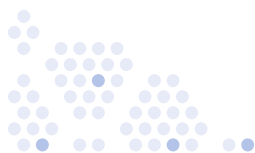
SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and 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

SNOLAB is located on the traditional territory of the Robinson-Huron Treaty of 1850, shared by the Indigenous people of the surrounding Atikameksheng Anishnawbek First Nation as part of the larger Anishinabek Nation.

We acknowledge those who came before us and honour those who are the caretakers of this land and the waters.



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