



CEMI
Centre for Excellence
in Mining Innovation

RESEARCH PROGRAM ASSISTANT SUDBURY, ONTARIO

1 year contract

Job Description

The Research Program Assistant's function will be to assist the R&D Program Directors and team in the development of the organization and provision of services to private and public-sector clients in the mineral resources industry.

- Organize meetings of different committees and provide support accordingly (travel arrangements, minutes, etc)
- Establish research documentation system with guidance from Research Librarian
- Assist in setting up of logistics for workshops and short courses
- Develop and maintain key contact lists for organization
- Provide support to finance department

Qualifications:

- Minimum a Diploma in Office Administration, Business Administration or equivalent experience.
- Courteous and excellent communication skills (oral & written)

Northern Ontario secondary school graduates 29 years of age or under who recently graduated from an accredited college or university. Graduates from a high school outside of Northern Ontario who have resided in the North for at least one year are also eligible. Mature graduates may be considered.

Application Deadline: July 16th, 2010 by 4:30pm

Please email cover letter and resume to:

Natalie Lafleur-Roy
Finance and Operations
nlafleur@miningexcellence.ca

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



Ontario
Northern Ontario Heritage
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