



The Mineral Exploration Research Centre, at the Harquail School of Earth Sciences at Laurentian University, seeks applicants for the position of Administrative Assistant to support research conducted under Metal Earth. The appointment is for 7 years, and is contingent upon funding.

Group: Grant Funded Appointment

Required: Administrative Assistant
Metal Earth

Responsibilities:

1. Assist in the organization of meetings (including Advisory Board, Groups and Committees) on and offsite including scheduling and communications, booking facilities, preparation and distribution of agendas, preparation of minutes and information packages for meetings;
2. Assist in marketing and event management, including logistics and follow-up reporting;
3. Arrange travel and logistics for staff, field crews and guests;
4. Assist in preparation and verification of expense claims, purchase requisitions and invoices in accordance with policies (including travel claims and credit card purchases);
5. Provide assistance to the Finance & Operations Administrative Manager in the preparation of financial reports as required;
6. Ensure documents are stored in accordance to internal processes;
7. Creation, duplication and distribution of a variety of records, reports, contracts and other materials as required;
8. Serve as an information centre for the Metal Earth project ;
9. Other related duties as required.

Qualifications:

- Bachelor degree or College diploma;
- Two to three years experience as an administrative assistant or related position;
- Proficiency in Microsoft Office: Word, Excel and PowerPoint;
- Ability to take initiative and work independently;
- Excellent organizational, writing and communication skills;
- Must possess strategic and analytical skills and the ability to prioritize multiple tasks;
- Ability to work orally and in writing, in both official languages, French and English is considered an asset.

Salary: \$40,000 - \$55,000

Competition closes: August 9, 2017 at 4:30pm

Contact information: Laurentian University
Metal Earth
935 Ramsey Lake Rd, WGMC-8th Floor
Sudbury, ON P3E 2C6

To apply, please forward your resume and cover letter to Natalie Lafleur-Roy at nlafleur@laurentian.ca

For additional information regarding Laurentian University, MERC and Metal Earth please visit merc.laurentian.ca/metalearth.

Laurentian University is committed to equity in employment and encourages applications from all qualified applicants including women, aboriginal peoples, members of visible minorities, and persons with disabilities.