



## **SUMMER INTERN/CO-OP POSITION**

**(May – Aug 2018, Full-Time; Location: Chalk River, Ontario)**

BTI is a dynamic company with world-renowned expertise in radiation detection, addressing applications in the defence, homeland security, space, industrial, and medical sectors. BTI is seeking a Summer Intern/Co-op Student to support a full range of administrative, operational, and R&D activities.

Duties may vary depending on company needs and qualifications of the candidate; however, tasks may include:

- Supporting the company's activities in Business Operations by assisting with routine administrative duties, project management activities, corporate accounting and finance activities, in-house legal activities, and strategic marketing and business development activities.
- Supporting Research & Development activities by assisting in the performance of experiments, collecting and analyzing data, and producing presentations and reports.
- Supporting Manufacturing Operations by assisting with the assembly and test of components and systems, reviewing and processing test reports, assisting with quality assurance documentation, and tracking materials/supporting inventory management activities.

Candidates must meet the following profile:

- Currently enrolled in a post-secondary education program, with preference for programs in Science, Technology, Engineering, and Mathematics (STEM), business administration, finance, or accounting.
- Must be self-motivated, with excellent time-management skills, high attention to detail, able to learn quickly, receptive to constructive feedback, and open-minded.
- Must demonstrate strong communication skills, both written and verbal, in English, as well as excellent interpersonal skills for interfacing with suppliers and team members.
- High proficiency in Microsoft Excel, Word, and PowerPoint is required. Proficiency in Microsoft Access and/or Microsoft Project is an asset.
- Ability to follow ISO 9001 procedures and maintain clear, organized records.
- Familiarity with enterprise resource planning/MRP systems, such as SAP Business One, is an asset.

Interested candidates must electronically submit a cover letter, résumé, copy of relevant transcripts, and contact information for at least two professional references to:

**Bubble Technology Industries**  
**Attn: Human Resources, Ref. #AD-01-2018-001**  
**31278 Highway 17, P.O. Box 100**  
**Chalk River, Ontario, Canada, K0J 1J0**  
**E-mail: [hr@bubbletech.ca](mailto:hr@bubbletech.ca)**

**Submission Deadline: March 1<sup>st</sup>, 2018**

Only those candidates granted an interview will be contacted. No phone calls please.

**Visit us on the web at [www.bubbletech.ca](http://www.bubbletech.ca)**