



## **PROJECT/FINANCE COORDINATOR**

**(Category: 22 month Contract, 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 Project/Finance Coordinator to support its project management, finance, and accounting activities. This position will be a 22 month contract term to cover a parental leave. Primary duties will include supporting project management tasks (such as project planning, monthly progress/cost reporting, schedule tracking, creation and control of project documentation, and R&D proposal preparation) and supporting accounting and finance tasks (such as entering financial transactions in an Enterprise Resource Planning system, processing accounts payable/receivable, processing and analyzing employee timesheets and labour reports, and interfacing with customers and suppliers on financial matters). The position may also include occasional administrative duties, such as answering the phone and maintaining records.

Candidates must meet the following profile:

- Due to security requirements, the candidate must be a Canadian or US citizen, or a permanent resident of Canada, and will be required to provide a criminal record check as a condition of employment.
- Minimum Bachelor's degree from a Canadian university or recognized international equivalent, with a strong academic record. A degree in a Business, Finance, Science, or Engineering discipline is an asset.
- Advanced skills in Microsoft Word, Excel, and PowerPoint are required. Familiarity with Microsoft Access and Microsoft Project is an asset.
- Knowledge of project management and accounting principles and tools is an asset.
- Familiarity with enterprise resource planning systems, such as SAP Business One, or with other accounting software programs is an asset.
- Excellent spelling, grammar, and communication skills, both written and verbal, in English.
- Outstanding attention to detail, self-motivated, strong organizational and time-management skills, able to learn quickly, receptive to constructive feedback, and open-minded.
- Excellent interpersonal skills for interfacing with scientific, technical, and management personnel.
- Must be willing and able to travel internationally on an occasional basis.

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-02-2018-001**  
**31278 Highway 17, P.O. Box 100**  
**Chalk River, Ontario, Canada, K0J 1J0**  
**E-mail: [hr@bubbletech.ca](mailto:hr@bubbletech.ca)**

**Submission Deadline: July 15<sup>th</sup>, 2018**

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

Accommodations for candidates with disabilities are available on request.

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