



PROJECT COORDINATOR

(Category: Permanent, 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 Coordinator to support its project management, finance, and accounting activities. 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. The position may also include occasional accounting and finance tasks, such as processing and analyzing employee timesheets and labour reports and interfacing with customers and suppliers on financial matters, and 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.
- Previous project coordination experience of three (3) or more years is desired.
- Advanced skills in Microsoft Word, Excel, and PowerPoint are required. Familiarity with Microsoft Access and Microsoft Project is an asset.
- Training or certifications in project management are an asset.
- Experience or aptitude in accounting, project management, or business metrics is an asset.
- Excellent interpersonal and communication skills, both written and verbal in English, for interfacing with customers and working within a multi-disciplinary team of scientific, engineering, manufacturing, and management personnel.
- Outstanding attention to detail, self-motivated, strong organizational and time management skills, able to learn quickly, receptive to constructive feedback, and open minded.

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-01-2020-003
31278 Highway 17, P.O. Box 100
Chalk River, Ontario, Canada, K0J 1J0
E-mail: hr@bubbletech.ca

**** Submission Deadline: March 31st, 2020 ****

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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