



SUMMER INTERN – RESEARCH SUPPORT OFFICER

(Category: Contract position, May – Aug 2023, 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 – Research Support Officer to support the company's activities in Research and Development (R&D) and Business Operations.

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

- Scientific research activities such as performing literature reviews, collecting and analyzing data, and producing charts, figures, and reports
- Performing experiments and assessing the performance of novel radiation detectors
- Supporting the company's project management activities related to R&D projects, including participation in R&D team meetings and creation of technical/project/financial documentation
- Supporting the company's business operations and in-house legal activities, including patent applications, contract administration, and non-disclosure agreements

Candidates must meet the following profile:

- Currently enrolled in or recently graduated from a post-secondary education program, with preference for programs in Science, Technology, Engineering, and Mathematics (STEM)
- 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

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-01-2023-001
31278 Highway 17, P.O. Box 100
Chalk River, Ontario, Canada, K0J 1J0
E-mail: hr@bubbletech.ca**

Submission Deadline: April 15th, 2023

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

Accommodations for candidates with disabilities are available on request.

Visit us on the web at <http://www.bubbletech.ca>