



SUMMER INTERN – MATERIALS COORDINATOR

(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 – Materials Coordinator to support the company's activities in the growing Manufacturing Operations department.

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

- Receiving incoming shipments and delivering items within the facility;
- Quality inspection of parts and equipment;
- Maintaining a high level of organization for parts inventory;
- Cycle counting;
- Kitting components in preparation for the assembly process;
- Preparing packages and documentation for outgoing shipments; and
- Updating materials databases and assist with obtaining shipping and purchasing quotes, as required

Candidates must meet the following profile:

- Youth between 15 and 30 years of age at the beginning of the employment period
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- 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
- Proficient in Microsoft Word, Outlook, and Excel is required; proficiency in Microsoft Access and/or SAP Enterprise Resource Software is an asset
- Able to lift heavy packages for the purposes of packing outbound goods for shipment and receiving/distributing inbound goods throughout the facility
- 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-02-2023-002
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>