

## Administrative Assistant

The Centre for Excellence in Mining Innovation (CEMI) is undertaking the Mining Innovation Commercialization Accelerator Network (MICA), building a national ecosystem as a network of collaborative regional networks. MICA, a \$112 million project, is designed to bridge the innovation-commercialization gaps that delay commercial success, domestically and globally.

The MICA mandate is to:

- Connect Regional Mining Clusters to Cross-Sector Innovation Centres across the country
- Create a National Network to commercialize innovations into the mining industry
- Utilize the Canadian advantage of SME-based innovations to create a national mining technology ecosystem

### The Role

The Administrative Assistant is an integral member of the CEMI team responsible for the effective delivery of the national program. This self-starter is responsible for the coordination and provision of administrative support services for the organization.

### The Responsibilities

- Provide administrative support to the staff of the organization
- Assist in the organization of meetings and travel arrangements
- Assist in the preparation, organization and implementation of Network events and activities
- Participate in the organization, planning and implementation of MICA Network Activities nationally
- Responsible for creation, duplication and distribution of a variety of reports, contract or other documents as required
- Provide assistance to the Finance department as required
- Responsible for general reception duties

### Qualifications and Skills

- Degree in Office Administration
- Minimum 3 years of experience in administrative capacity
- Proficient with Microsoft software programs including, Word and Excel
- Effective communication skills including verbal, written and presentation skills
- Proven ability to work effectively and show initiative both independently and in a team-based environment
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Diligent with strong organizational skills
- Continual improvement and innovative mindset
- Bilingualism is required

Please submit your resume and cover letter in confidence via email to [info@cemi.ca](mailto:info@cemi.ca) by **Thursday, September 30, 2021**.

*Note that only those selected for an interview will be contacted.*

*CEMI is committed to equity in employment and encourages applications from all qualified applicants including women, aboriginal people, members of visible minorities, and persons with disabilities.*