

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 by **Friday, February 18, 2022**.

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.