



MaJIC
MATERIALS JOINING INNOVATION CENTRE

SEEKING APPLIED RESEARCH ADMIN INTERN

The Materials Joining Innovation Centre (MaJIC), located in Kirkland Lake, ON, is seeking an Applied Research Admin Intern.

The successful candidate will help expand MaJIC's applied research capability, and help MaJIC to develop the processes and skills needed to carry out large applied research projects. Key activities include financial tracking, reporting, setting goals/timelines, data collecting, preparing budgets and obtaining resources.

Who is eligible? University or college graduates who have graduated within the last 3 years. Candidates must be graduates of post-secondary degree or diploma programs, and must not have participated in a previous FedNor internship program. Applicant must be legally entitled to work in Canada.

Salary: \$35,000 (12 month contract position)

Expected start date: July 2015

Qualifications:

- Graduate of a Business, Management, Accounting, or Office Administration program
- Excellent organizational, communication & interpersonal skills
- Intermediate to advanced computer and writing skills
- Able to work independently and on a team
- Knowledge of basic accounting (Simply Accounting preferred)

Applications must be postmarked or dated no later than midnight EST on June 10th, 2015. Send applications to MaJIC, P.O. Box 303, Kirkland Lake, ON P2N 3H7 or by e-mail to jennifer.polson@majic-ca.org