

Laboratory Reception and Assistant – Summer Student

RPC is a research and technology organization (RTO), with the core mission to harness science and technology in the service of innovation, and to build economic competitiveness. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton, Moncton, and St. George, New Brunswick. RPC offers a challenging work environment and competitive compensation.

We have an opportunity for a summer student assignment in our Moncton location. The position is **Laboratory Reception and Assistant**.

The work consists of receiving and logging sample submissions from our clients and interacting both with clients and internal departments. Duties will include: receiving samples from walk in clients, reception (answering phones, handling walk in inquiries, etc), and lab duties such as washing dishes, autoclaving and lab clean up.

The ideal candidate will possess:

- Be a current university student enrolled in a bachelor's degree in science or related field
- Aptitude for multi-tasking and working effectively in a fast-paced environment
- Attention to detail needed for a busy laboratory environment.
- Fluent in both official languages is an asset
- Customer service focus
- Strong computer skills
- Ability to problem solve and work independently

The hourly wage range is \$13-\$14 per hour depending on education and experience. Hours of work are 8:15 am to 4:30 pm Monday to Friday, with some overtime during the week and on weekends as needed.

Please email a cover letter and resume quoting position #LRSS0320 to careers@rpc.ca, no later than **March 27, 2020**.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

RPC is committed to the principle of employment equity.

