

Laboratory Reception – Moncton

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 full time Reception position in our Moncton location.

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 lab cleaning and assisting staff in the shipping/receiving area.

The ideal candidate will possess:

- Aptitude for multi-tasking, problem solving and working effectively in a fast-paced environment
- Attention to detail needed for a busy laboratory environment.
- Fluent in both official languages
- Customer service focus
- Strong computer skills
- Ability to work independently and as part of a team
- Background in science or science related field is an asset

This is a full-time position on a six month contract with possibility of extension. Hours of work are 8:15 to 4:30 Monday thru Friday with some overtime possible. Pay range is \$14-15/hour.

Please email a cover letter and resume quoting position #LRM1220 to careers@rpc.ca, no later than **December 11, 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.

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