

# Sample Receiving and Login Clerk

The Research and Productivity Council (RPC) is NB's provincial research organization, a research & technology organization that offers analytical services and applied research. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton, St. George and Moncton, New Brunswick. RPC offers a challenging work environment and competitive compensation. For more information about us, visit our website at [www.rpc.ca](http://www.rpc.ca).

We are recruiting to fill 1 full-time summer student position for a **Sample Receiving and Log Clerk** in our Sample Receiving department. This position will be 4 month contract beginning end of April/ beginning of May until the end of August.

## POSITION DESCRIPTION

The successful individual will be involved in various aspects of shipping, receiving, log-in of sample submissions (ex. soil, water, food, air samples) and interfacing with our clients and internal service departments. The work consists of receiving and logging sample submissions from our clients.

## REQUIRED QUALIFICATIONS

- a high school diploma;
- an interest/aptitude in sciences, specifically chemistry and/or biology
- a positive, flexible attitude;
- strong computer skills;
- tolerance for physical lifting;
- aptitude for working effectively in a fast-paced environment

The following will be considered assets but are not requirements:

- Bilingual (asset)
- Pursuing a University degree or community college diploma in chemistry or related field

## TERM

This posting is for a 4 month Summer contract. Normal working hours are Monday-Friday from 8:15am to 4:30pm. Flexibility and the ability to work occasional overtime are required. The hourly rate for this position is between \$13.00-\$14.00 per hour, pending qualifications and experience.

## APPLY

Please email a covering letter and résumé referencing competition **#SRLC0220** to [careers@rpc.ca](mailto:careers@rpc.ca) on or before **March 20, 2020**.

Or you can forward directly to:

Human Resources  
Research and Productivity Council  
921 College Hill Road  
Fredericton, NB E3B 6Z9

*Review of applications will begin as soon as possible and will proceed until a suitable candidate is identified. Only those applicants chosen for an interview will be contacted.*



SCIENCE & ENGINEERING

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