

RECEPTION – SUMMER STUDENT

The Research and Productivity Council (RPC) is New Brunswick's provincial research organization, a research & technology organization that offers analytical services and applied research. We serve over 1000 clients annually from our locations in Fredericton 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.

PRIMARY RESPONSIBILITIES WILL INCLUDE:

RPC has an opening for a summer student as a **Reception Clerk** at our Moncton location. The successful individual will be involved in various aspects of receiving and logging sample submissions (ex. water) and interfacing with our clients and internal service departments. The candidate will interact with clients and our internal departments with respect to analytical requirements and issues. As well this position will provide coverage for reception, lunch hours, vacation, and sick days. Reception duties will include interacting with walk in clients, answering phones, and handling mail.

THE IDEAL CANDIDATE FOR THIS POSITION WILL HAVE:

- some post-secondary experience
- bilingual (English/French)
- an interest/aptitude in sciences, specifically chemistry and/or biology
- a positive, flexible attitude
- strong computer skills
- excellent attention to detail
- good communication skills
- aptitude for working effectively in a fast-paced environment

This posting is for May thru August and is ideally suited for a university or college student who will be returning to school in September. Normal working hours are Monday-Friday from 8:30am to 4:30pm. Flexibility and the ability to work occasional overtime are required. The hourly rate for this position is between \$17.00- \$18.00 per hour, pending qualifications and experience.

TO APPLY:

Please email a covering letter and résumé quoting reference **#SRSS0425** to careers@rpc.ca on or before **May 2, 2025**.

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.

RPC is committed to the principles of employment equity, inclusion, and diversity.

