

Project Coordinator
emewCorporation – Vancouver, BC

Responsibilities:

- Prepare metallurgical samples for analysis
- Extract desired chemical components from samples
- Document procedures and results
- Maintain clean and orderly laboratory space including cleaning glassware
- Provide analytical support, handling and processing material samples and interfacing with external laboratories and emew Group engineers
- Assist in authoring project proposals, providing basic proposal writing support
- Support emew Group's business support services, managing web-based systems and marketing data collection
- Support product specifications, product brochure and documentation projects, providing basic layout and writing
- Administrative tasks, tracking schedules, task lists, calendars as needed

Qualifications:

- **Must be a Canadian citizen, permanent resident or have refugee status**
- Minimum Bachelor's degree in chemistry, material science, metallurgy or similar with appropriate experience
- One year work experience (may include co-op)
- Knowledge of laboratory safety procedures including WHMIS certification
- A good understanding of the scientific process and how to use it
- Excellent math skills
- Must be analytical and able to troubleshoot experiments
- Detail oriented
- Proficient with Microsoft Office
- Good statistical knowledge
- Understand the difference between organizing information for logistics versus analysis
- Have excellent oral and written skills
- Must speak English fluently
- Must be self-motivating and self-managing and passionate about cleantech

Please contact kevin.pritchett@emew.com or (778) 871-6004