

CCEM Staff Position: Operations Coordinator

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The **Canadian Centre for Electron Microscopy (CCEM)** invites applications for a full-time **Operations Coordinator** to oversee the day-to-day technical and service operations of the facility. This position is to enhance the efficient use of resources, delivery of high-quality user service, and foster a collaborative work environment.

About CCEM:

CCEM, based at McMaster University, is home to state-of-the-art electron microscopy and related microanalysis technologies. The facility supports research across a variety of scientific disciplines and serves both academic and industry users in diverse fields. CCEM values operational excellence, quality user service, and taking a leading role as a premier core research platform and research centre at McMaster University.

Position Overview:

The Operations Coordinator plays a key role in ensuring smooth and effective operations at CCEM. The successful candidate will support CCEM staff and management in the planning of research and service projects toward efficient and effective utilization of CCEM resources. Responsibilities include:

- Overseeing daily operations, scheduling projects, consulting with customers, and managing supplies and staff output.
- Acting as a primary point of contact for users, providing customer care, project planning, and budgeting estimates.
- Ensuring operations, data collection and handling, research methodologies, and reporting adheres to established protocols and policies.
- Troubleshooting operational challenges and recommending procedural improvements.
- Supporting financial management by overseeing project budgets, billing, and invoicing.
- Promoting a positive, healthy work environment and facilitating staff training and development.
- Participating in strategic discussions as a member of the Management Committee.
- Supervising casual employees and fostering teamwork within the CCEM team.

What We Are Looking For:

- A Bachelor's degree in a science or engineering discipline is required; a Master's degree is preferred.
- Proven experience in operations management within a technical or research setting.
- Excellent communication skills and the ability to work with diverse stakeholders.
- Experience in project management and oversight, with demonstrated leadership and organizational skills.

Why Work at CCEM:

CCEM is committed to fostering a diverse and inclusive work environment and supporting professional growth. We believe that a broad range of experiences and perspectives enhances our ability to innovate and solve problems. You will work with leading-edge technology and collaborate with a variety of academic and industrial partners.

How to Apply:

To apply, please send your CV and cover letter to Brian Langelier, Facilities Manager (langelb@mcmaster.ca). This position will remain open until a suitable candidate is found.

Employment Equity Statement:

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the “Dish With One Spoon” wampum agreement. The diversity of our workforce is central to our innovation, creativity, and excellence. McMaster University seeks qualified candidates who share our commitment to equity, inclusion, and diversity of ideas. We particularly welcome applications from members of Indigenous (First Nations, Métis, Inuit), racialized, disabled, female, and 2SLGBTQ+ communities. Applicants requiring accommodation should contact the Human Resources Service Centre at 905-525-9140 ext. 22247.