

Information Specialist (Full-time, 1 year term with good possibility of extension) – Library and Information Research, NOVA Chemicals, Calgary AB Canada

Overview

NOVA Chemicals is adding to our Library and Information Research team! We are looking for a unique individual who wants to join a team that provides fast, focused and high quality solutions by using specialized research, analysis and information skills to help NOVA Chemicals innovate and grow. Become a part of this exciting team and send us your resume.

NOVA Chemicals is a global company incorporated in Canada with executive offices in Pittsburgh, PA and Calgary, AB. NOVA Chemicals produces plastics and chemicals that are essential to everyday life including ethylene and polyethylene, styrene and polystyrene. Its employees develop and manufacture these for customers worldwide that in turn produce consumer, industrial and packaging products. NOVA Chemicals operates manufacturing facilities, and research and development centres in North America.

The Library is located at the NOVA Chemicals Centre for Applied Research in Calgary, Alberta.

Key Responsibilities:

- Perform in-depth research, identify and monitor trends and insights to support global R&D initiatives
- Conduct a wide range of scientific, engineering, marketing and intellectual property searches and critically evaluate retrieved results
- Participate in key project teams to provide research support
- Negotiate and manage select subscriptions and license agreements
- Develop and deliver training, instructional material and newsletters
- Knowledge management of internal information
- Other duties and projects as required

Basic Qualifications:

Masters degree in Library or Information Science OR a Library and Information Technology Diploma. Science, Chemistry or Engineering undergraduate degree is a definite asset

- Enthusiasm for learning and conducting research in databases with deep technical content and sophisticated search capabilities
- Technical curiosity and inquisitive nature
- Excellent presentation and communication skills
- Sound judgement and discretion
- Willingness to take initiative and make continuous improvements
- Ability to analyze issues, define problems, set objectives and recommend solutions
- Experience and passion for instructional programming and training
- Proficiency in Microsoft Office – Word, Excel, PowerPoint, SharePoint

Individuals wishing to apply for this position should submit a letter of interest and resumé to:

Dayna Tees, Team Leader
Library and Information Research
NOVA Chemicals Corporation
2928-16th Street NE
Calgary, AB Canada T2E 7K7
Email: ncclibrary@novachem.com

Please note: only applicants selected for an interview will be contacted.

Closing Date: September 25, 2019