



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/01

Administrative Assistant

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|--------------------|---|------------------|
| Job ID | A4-D0-76-67-87-DD | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=A4-D0-76-67-87-DD | |
| Company | Ontario Institute For Cancer Research | |
| Location | Toronto, Ontario | |
| Date Posted | From: 2024-05-17 | To: 2024-11-13 |
| Job | Type: Full-time | Category: Office |
| Languages | English | |

Description

About OICR

OICR is Ontario's cancer research institute. We bring together people from across the province and around the world to improve the lives of everyone affected by cancer. We take on the biggest challenges in cancer research and deliver real-world solutions to find cancer earlier and treat it more effectively. We are committed to helping people living with cancer, as well as future generations, live longer and healthier lives.

Launched in December 2005, OICR is an independent institute funded by the Government of Ontario through the Ministry of Colleges and Universities.

Job Details

Position: Administrative Assistant

Location: MaRS Centre, Toronto

Department: Genomics

Reports To: Senior Program Manager and Lead, Quality Assurance

Salary: Commensurate with level of experience; total compensation includes a competitive benefits plan, plus a defined benefit pension plan (HOOPP)

Hours: 35 hours/week

Job Type: Hybrid

Status: Full-time, Temporary (1-year contract)

Position Summary

The Ontario Institute for Cancer Research (OICR) is seeking a tech-savvy Administrative Assistant to support the Genomics Program, led by Dr. Trevor Pugh. The successful candidate will work with cross-functional teams and other OICR programs/departments to schedule, organize, document, and perform a broad range of functions. Working under the direction of the Senior Program Manager/QA Lead, the position will utilize technical and organizational skills to ensure the successful operation of the program.

This position is temporary, full-time for one-year to cover a maternity leave.

Position Responsibilities

Scheduling virtual and in-person meetings for internal and external stakeholders

Collecting and reconciling invoices to the program

Obtaining signatures for service contracts and other documents (physical and digital, e.g. Adobe Sign)

Participating in the inventory management process

Obtaining product estimates from vendors and placing PO requisitions

Monitoring equipment service contracts and obtaining estimates for renewal

Tracking Genomics publications and assisting with end of year KPI reporting

Assisting department leads with tracking of various metrics, e.g. hours spent on certain projects

Maintaining and updating electronic forms, such as the Project Initiation Form (Google Forms)

Participating in the Admin Council

Keeping internal financial documents up to date

Other duties commensurate with experience

Qualifications

Minimum high school completion plus at least one year post-secondary in science or recognized equivalent

Experience in outward-facing roles

Experience with web technologies such as Wordpress, Doodle, etc

Demonstrated ability to work independently and as part of a team

Highly-developed time-management skills

Attention to detail and strong organizational skills

Strong verbal and written communication skills

Proven sense of initiative and team building

Proficiency with MS Office products (Outlook, Word, Excel, PowerPoint)

Proficiency with virtual meeting platforms (Zoom, Teams) and polling systems (Doodle, Calendy)

For more information about OICR, please visit the website at www.oicr.on.ca.

To learn more about working at OICR, visit our [career page](#).

POSTED DATE: May 16, 2024

CLOSING DATE: Until Filled

How to Apply

Click Apply Now!

If you are interested in being considered for this position, please go to the job link above and click on "Apply" at the bottom of the page.

OICR is committed to fostering a climate of equity, diversity, inclusion, and accessibility. This commitment is central to, and mutually supportive of, our research excellence mandate. We welcome and respect the diversity of all members of our community and we support an inclusive culture for all. We welcome all applicants, and encourage applications from racialized persons, Indigenous Peoples, women, persons with disabilities, LGBTQ2S persons, and others who may contribute to furthering a diversity of ideas within our community. OICR is committed to fair assessment of a candidate's abilities, and consideration for diversity of thought, method, and experience. Providing an accessible workplace and recruitment process is important to us, as described in our [Accessibility Plan \(https://oicr.on.ca/accessibility/\)](https://oicr.on.ca/accessibility/). Should you require accommodation during any stage in the recruitment process, please complete the form at the bottom of page <https://oicr.on.ca/careers/>. Information received related to accommodation will be handled confidentially.

Resume Format: If you elect to apply, please click on the "Apply for this Job" button below. You will be required to enter contact details, and to attach your resume to your application. Please attach your resume as a .pdf or .doc file.

The Ontario Institute for Cancer Research thanks all applicants. However, only those under consideration will be contacted.