



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Administrative Coordinator

Job ID	E8-BE-7B-E0-2B-DA	
Web Address	https://careers.indigenous.link/viewjob?jobname=E8-BE-7B-E0-2B-DA	
Company	Ontario Institute For Cancer Research	
Location	Toronto, Ontario	
Date Posted	From: 2024-06-28	To: 2024-12-25
Job	Type: Full-time	Category: Miscellaneous
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 Coordinator

Location: MaRS Centre, Toronto

Department: Executive Office Team

Reports To: Manager, Executive Office

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 (1-3 days per week on-site)

Status: Full-time, Permanent

Position Summary

The Ontario Institute for Cancer Research (OICR) is seeking a professional, reliable, and diligent Administrative Coordinator to support the Executive Office Team. The Administrative Coordinator will provide full administrative support to the Executive Office Manager and Head, Strategy, Governance and Partnerships while maintaining a high standard of professionalism, confidentiality and teamwork. Strong interpersonal, organizational and customer service skills are essential for success in this role.

Position Responsibilities

Provide general administrative support to the Head, Strategy, Governance and Partnerships and Executive Office Manager.

Support meetings by proactively collecting agenda items, establishing agendas, assembling material for distribution, and preparing minute templates. Assist with booking boardroom, arranging catering, set up and tear down of boardrooms, etc.

Manage pre-approval process to ensure guidelines are met, by being a policy expert, reviewing and providing feedback to those seeking executive approval.

Assist Head, Strategy, Governance and Partnerships with OICR's Liaison Committee meeting (OICR's funding source - Ministry of Colleges and Universities) by scheduling meetings, liaise with Ministry staff, prepare, and distribute background material for meetings, and take minutes.

Assist Executive Office Manager with administrative tasks of President & Scientific Director and Executive Vice President and Head of Implementation Science.

Provide administrative support for OICR Board of Directors and Board Committee

Manage signature request process.

Organize complex travel arrangements using Travel Edge/Concur.

Following OICR's policies, coordinate, process, and track the submission of invoices and expenses, prepare monthly expense reports and reconcile monthly purchasing cards using Certify.

Collect and prepare monthly Rogers invoices for approval by the Executive Office Manager.

Manage professional memberships and subscriptions.

Maintain accurate record of talks, publications, and information for curriculum vitae.

Maintain electronic and manual files in accordance with OICR policies and procedures.

Provide back-up support to the Executive Office's Administrative Assistant, as needed.

Provide reception coverage, as needed.

Attend monthly Administrative Council meetings.

Ability to flex workday hours to meet intermittent special events or tasks (e.g., logistics associated with meetings, deadlines associated with budget or operational reviews, etc.).

Performing other duties consistent with the job classification, as required.

Qualifications

Experience in a comparable administrative role.

Completion of a recognized post-secondary Office Administration Program (College diploma) preferred or recognized equivalent.

Advanced proficiency in computer software, e.g., MS Word, Outlook, Excel.

Familiar with using web browser-based applications for timekeeping, and data entry, such as SharePoint, Google Suite.

Demonstrates exemplary customer service skills and good judgment.

Excellent organizational and problem-solving skills; quality and detail-oriented.

Excellent verbal and written communication skills.

Strong internal and external relationship management skills, ability to interact and work professionally and effectively with staff and vendors.

Ability to work well under pressure, prioritize and multi-task within a fast-paced environment.

Self-motivation and initiative.

Adaptability, flexibility, diplomacy and tact.

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.

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/>). 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.