



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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Administrative Coordinator

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|--------------------|---|
| Job ID | FD-15-BA-33-8D-55 |
| Web Address | https://careers.indigenous.link/viewjob?jobname=FD-15-BA-33-8D-55 |
| Company | Ontario Institute For Cancer Research |
| Location | Toronto, Ontario |
| Date Posted | From: 2023-11-07 To: 2024-05-05 |
| Job | Type: Full-time Category: Miscellaneous |
| Languages | English |

Description

The Ontario Institute for Cancer Research (OICR) is seeking an Administrative Coordinator to support multiple teams within Computational Biology and the Ontario Health Study (OHS). The Administrative Coordinator will demonstrate judgment and independence to provide support to the Director, Principal Investigators, and their teams.

This position is temporary, full-time for twenty (20) months to cover a Maternity Leave.

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.

Position responsibilities include:

Provide proactive administrative support to the Program Director and Principal Investigators (PI) in Computational Biology by working closely with and supporting them and their teams.

Provide effective calendar/meeting management in Outlook (or other tools as required by PI) by organizing and managing the scheduling of calendars, coordinating/scheduling internal and external meetings, recording meeting minutes, and setting up meeting rooms and arranging refreshments as required.

Ensure all relevant documents are brought forward in advance of appointments & meetings, tracking what needs to be completed for the meeting and ensuring that deadlines are met.

Prepare complex travel arrangements and coordinate all aspects of travel reservations according to OICR policies (i.e., visa(s), airline(s), hotel(s) and ground transportation).

Prepare pre-approvals, invoices, purchase requisitions, and expense reports on time and according to OICR policies.

Facilitate onboarding and offboarding of staff, including mailing list integration and trainee coordination of stipend agreements with their university department.

Ensure efficient operation of the office by organizing and maintaining electronic and paper information filing/retrieval methods, systems or formats, while paying strict attention to confidentiality and security according to OICR policies.

Handle all general office duties such as arranging for pick-up and delivery of courier packages, mail distribution, filing, photocopying, etc.

Maintain scientific CV in several formats including but not limited to the Canadian Common CV, academic and short CV.

Use advanced functions to provide word processing to facilitate the production of complex documents/materials.

Professionally communicate and liaise with HR, finance and administrative personnel within OICR, as well as external collaborators and stakeholders.

Perform other duties (e.g., recording metrics used for reporting, special projects and cross-functional responsibilities) as consistent with job classification, as required.

All OICR Administrative Professionals are expected to actively participate in the Administrative Council; undertake chairing and minute taking duties as assigned on rotation; identify areas where administrative processes could be more efficient and congruous across departments; participate in mentoring new Administrative staff.

Qualifications:

Completion of an Office Administration program or recognized equivalent required. Bachelor's degree preferred.

Minimum three (3) years of administrative experience supporting multiple staff in a comparable administrative role (e.g., knowledge of the formal and informal protocols and methods of supporting mid- to senior-level positions).

Experience working in a scientific/academic environment would be an asset.

Excellent time management, planning and organization skills.

Results- and detail-oriented mindset.

Must have high-level proficiency in computer skills (Microsoft Word, Excel, Outlook, Adobe).

Must have experience in MS One Drive and Google suite of tools (Docs, sheets, forms), Doodle, Zoom (and other teleconferencing applications).

Must be proficient at using and searching on the Internet.

Excellent communication skills, both oral and written.

Excellent interpersonal and customer service skills to facilitate regular interaction with OICR staff at all levels and with external community members.

Uses tact, discretion and diplomacy in all communications; negotiation and persuasion skills are needed to manage the Program Director's and PI's calendars and schedule/re-schedule meetings with internal and external contacts.

Ability to handle sensitive and confidential information in a discreet and professional manner.

Ability to prioritize tasks and meetings according to departmental and organizational needs.

Ability to prepare routine material from templates with minimal direction.

Proven ability to work collaboratively. Must be a team player.

Proven ability to multi-task and project manage, yet exercise precise attention to detail.

Proven ability to adapt and work in a growing and fast paced environment.

Excellent understanding of general office administrative processes and procedures.

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.

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/>). 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.

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

Resume Format: If you elect to apply, you will need a text or HTML version of your resume so that you can cut and paste it into the application box provided. Before you submit the completed application, you will be asked to attach one or two files to your application. Please attach your resume as a .pdf or .doc file.