

NORTHERN ONTARIO SCHOOL OF MEDICINE

JOB POSTING	
Competition Number:	2017-1092-RC
Position Title:	Administrative Assistant
Unit:	Research
Location:	Thunder Bay
Number of Positions:	1
Term:	One (1) year contract
Terms and Conditions:	As per OPSEU Local 677 (Unit 2) Collective Agreement
Competition Closing Date:	July 24, 2017 at 4:00 pm

Reporting to the Director, Research & Health Sciences Library, this position's primary purpose is to provide general administrative support to the Research Unit.

RESPONSIBILITIES:

- Opens and distributes incoming regular and electronic mail and other material and coordinates the flow of information internally and with other units and organizations. Prepares replies on routine matters.
- Prepares, edits and proofreads correspondence, reports, presentations, and other required material/documentation. Prepares graphs, charts, spreadsheets, and schedules to aid unit members.
- Schedules meetings, books rooms, and organizes video/teleconferences for unit or committee members ensuring that all necessary arrangements are made. Committee support includes creation and distribution of agenda, recording and preparation of meeting minutes, coordination of follow-up required, dissemination of documents, etc.
- Undertake routine administrative tasks including arrangements for printing, photocopying, collation of documents, coordinating catering and travel arrangements, and completing relevant reconciliations.
- Using approved NOSM standard procedures, develops, updates and maintains electronic and hard copy files, which are often highly confidential, in order to retrieve information using knowledge of filing systems and retrieval.
- Supports the unit members by assisting with scheduling meetings, making travel arrangements, preparing reimbursements, and maintaining calendar logistics.
- Liaise with purchasing to obtain quotes for purchases. Source information for purchase, complete forms and approvals, order, submit payment and reconcile expenses on purchasing card.
- Monitors and provides standard responses to emails received in the central unit email accounts.
- Provide administrative support for events and workshops (i.e. Northern Health Research Conference)
- Assist with Research Unit activities such as summer student awards.
- Perform other duties as required.

QUALIFICATIONS:

Education:

- A postsecondary diploma (preferably in Office Administration, Business Administration or other administrative-related discipline) from a recognized Canadian institution with accreditation or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

- Minimum of one (1) year related experience is required
- Demonstrated time management skills
- Ability to adapt to new technology
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Strong writing, editing, and proofreading skills
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Experience with database entry and spreadsheet management is required
- Demonstrated experience recording and transcribing formal and/or informal minutes is required
- Superior telephone manners and strong interpersonal skills
- Knowledge of the Occupational Health & Safety Act and Regulations that apply to the work being performed

Language:

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # **2017-1092-RC** no later than **July 24, 2017 at 4:00 PM, 4:00 pm** to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.

