



BRITISH COLUMBIA
CENTRE for EXCELLENCE
in HIV/AIDS

Administrative Assistant BC Centre for Excellence in HIV/AIDS Gender & Sexual Health Initiative (GSHI)

Please note: Only Canadian Citizens, legal residents or residents with a legal work permit will be considered.

STATUS: This is a two-year full time position with the potential for extension

JOB START DATE: As soon as possible

SALARY: Commensurate with qualifications and experience

LOCATION: BC Centre for Excellence in HIV/AIDS (BC-CfE), Vancouver, BC

JOB: To be responsible for providing confidential administrative assistance and secretarial support to the designated Director, staff and programs/services throughout the department, utilizing strong communications skills. This position works closely with GSHI & BC-CfE staff and external stakeholders. For more information on GSHI, please visit: www.gshi.cfenet.ubc.ca

ORGANIZATION: The BC-CfE currently employs a team of Statisticians, Programmers, Data Analysts, Clinical Research Assistants and Data Entry Clerks who work collaboratively on cohort-based epidemiological and clinical studies. The BC-CfE is a world renown HIV/AIDS Research Centre including Research Laboratory, Clinical Trials, Drug Treatment Program, Epidemiology and Professional Education Programs.

JOB RESPONSIBILITIES:

- Provides administrative support and maintains a consistently updated and accurate appointment schedule for the designated Director and others as required.
- Facilitates effective triaging of internal and external correspondence, determination of appropriate action, and timely follow-up as appropriate
- Coordinates meetings ensuring well-defined and timely agendas, identification of and notification to interested parties, compilation of background information and supporting materials, and preparation of packages/summary documents to assist in decision making and meeting facilitation
- Coordinates travel for meetings and conferences for the Director and departmental staff
- Maintains and regularly updates Director's CVs and grant reports
- Produces well-designed and accurate reports, correspondence, presentation materials, spreadsheets and memos
- Maintains and updates various computer databases and web pages
- Maintains files for all departmental staff, coordinates annual staff evaluations, provides staff orientations, time-keeping records and policies and procedures manual
- Manages departmental procedures (including invoicing, and liaising with vendors and accounting). Tracks project costs and processes invoices to the appropriate grants,
- Liaises in a professional and courteous manner with directors, managers, staff and the public
- Collaborates with peers to ensure administrative systems and processes are consistently followed and monitored for effectiveness
- Uses PHC Connect EProcurement to order nursing supplies for study offices
- Performs other duties as required

JOB QUALIFICATIONS:

- A level of education, training, and experience equivalent to post-secondary administrative program, Bachelor's degree preferred
- A minimum of five (5) years recent related experience in administrative role including two (2) years at a senior executive level
- Experience processing invoices and expense claims is an asset
- Must have advanced word processing, spreadsheet, presentation, desktop publishing, and database software skills, as well as excellent knowledge of Macintosh computers and Microsoft for Macintosh Office Suite is preferred
- Ability to type a minimum of 60 wpm, operate general office equipment
- Excellent interpersonal skills, including tact and diplomacy, in dealing with a variety of work situations, hospital staff, board members, government representatives, community agency personnel and the general public
- Demonstrated communication skills to respond effectively to inquiries, both verbally and in writing, flexibility to meet and adapt to changes in organizational priorities
- Adaptability, a high level of judgment, considerable initiative, and both skills and experience in managing issues, projects and people
- Ability to multi-task, work independently with minimal direction, and work under pressure with constant deadlines, using strong organizational, time management and prioritizing skills
- Demonstrate aptitude for detailed work, capability of decision making/problem solving within predetermined guidelines
- Familiarity with HIV/AIDS-related issues, gender, sex work, sexual health and delivery of health care an asset

Please include in your letter of submission:

- Curriculum Vitae
- Experience and interests
- Salary Expectation and availability

CONTACT:

c/o Krista Butler, kbutler@cfenet.ubc.ca, BC Centre for Excellence in HIV/AIDS, Vancouver, BC

APPLICATION DEADLINE: Applications will start being reviewed August 2, 2016 until position is filled

Note: Applications received without a cover letter will **NOT** be considered. Only candidate that are selected for an interview will be contacted. The BC-CfE is an equal opportunity employer. GSHI is committed to GIPA/MIPA principles.