

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 full time position

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: Reporting to the Director of the Gender & Sexual Health Initiative (GSHI), the Program Administrative Coordinator provides confidential administrative and secretarial support to the Director, as well as staff and program/services throughout the department. Works closely with GSHI staff and external stakeholders. For more information on GSHI, please visit: www.gshi.cfenet.ubc.ca

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

BENEFITS: Employee benefits include medical, dental, as well as accrued vacation and sick time.

JOB RESPONSIBILITIES:

- Provides secretarial and administrative support to the Director and maintains a consistently updated and accurate appointment schedule for the Director, and others as required, including determination urgency and nature of requests, resolution of time conflicts, and notification to all relevant parties
- Liaises in a professional and courteous manner with staff and the public
- Facilitates effective triaging of 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
- Maintains a consistently updated and accurate appointment schedule for the Director
- Produces well-designed reports, correspondence, presentation materials, spreadsheets and memos. Edits and finalizes reports for accuracy and formatting. Maintains, updates web materials
- Collaborates with peers to ensure administrative systems and processes are consistently followed and monitored for effectiveness
- Coordinates travel for meetings and conference for the GSHI Director and staff as required

- Manages project procedures, tracks grant funding items and appropriate grants to be charged for Director, and coordinates bi-monthly meetings with finance
- Ensures appropriate dissemination of information about organizational and/or program/service procedures and processes and the status of issues to internal and external stakeholders
- Uses PHC Connect EProcurement to order nursing supplies for study offices
- Performs other duties as required

JOB QUALIFICATIONS:

- Graduation from a recognized administrative assistant/secretarial post-secondary program and/or health administration or related
 - Three to five years of administrative support experience or an equivalent combination of education, training and experience
 - Advanced Outlook, Word, Excel and PowerPoint skills with the ability to produce documents with accuracy and speed
 - 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 partners and the general public
 - Excellent communication skills to respond effectively to inquiries, both verbally and in writing
 - 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, gender and sexual health issues and the delivery of health care an asset

Included in your letter of submission:

- Curriculum Vitae
- Experience and interests

Note: Applications received without a cover letter will NOT be considered.

CONTACT:

c/o Sue Zha, BC Centre for Excellence in HIV/AIDS, Vancouver, BC, e-mail hr@cfenet.ubc.ca

APPLICATION DEADLINE: April 10th, 2015