

## Job Details

**Job Title** Contracts Support Specialist, Lawson

**Job ID** 56140

**Location** London Health Sciences Centre

**Full/Part Time** Full-Time

**Regular/Temporary** Regular

**Favorite Job** ☆

### Posting Period

Open Date: February 4, 2017

Deadline: February 17, 2017

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

### Department Name

Lawson Health Research Institute - Lawson Administration

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. Lawson is committed to furthering scientific knowledge to advance health care around the world.

The Contract Support Specialist provides administrative support to the research Contract team at Lawson Health Research Institute, one of the top ten hospital-based research institutes in Canada. The Contract Support Specialist triages team email, supports and reports on contract time lines, routes and tracks all contracts through negotiation and execution, confirms contracts for signature, prepares and negotiates some research related contracts (confidentiality, material and data transfer), maintains contract portion of document management system, and provides administrative support to the Lawson research approval process.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

### Qualifications

- Diploma or Certificate in Law, Legal Assistant, Legal Clerk, or equivalent related education preferred
- Minimum two (2) years recent related experience in a similar role; preferably in a research environment
- Proficient with computer skills including all Microsoft Office applications and databases
- Well developed interpersonal and communication skills
- Demonstrated organizational and time management skills
- Demonstrated attention detail and accuracy
- Ability to effectively prioritize fluctuating workload demands in a busy environment while maintaining attention to detail and accuracy in work
- Demonstrated ability to function effectively as a member of a multi-disciplinary team
- Demonstrated knowledge of and commitment to the principles of patient family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre is committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.