



Research Administrative Assistant - 1 position	Posting #: 37688
Lawson Health Research Institute	Posting Date: October 04, 2017
Parkwood Institute - Main Building	Submission Deadline: October 17, 2017
Full Time	Karen Topfer, Human Resources
Non-Union	

The successful candidate will work under the direction of Dr. Cheryl Forchuk, Beryl & Richard Ivey Research Chair in the role of "PIR, Administrative Assistant".

The incumbent will provide key support for administrative and financial duties and will act as a central contact for a broad range of PIR Administrative functions across the three themes of the Parkwood Research Institute. The incumbent will perform administrative functions such as coordinating meetings and minutes, coordinating Parkwood Institute Research Student Endowment (PIRSE) reviews, assisting with finances (i.e. budgets, variance analysis, HMMS, mileage reimbursements, etc.), monitoring conference and clinical room bookings, and maintaining supplies and equipment. Additionally, the successful candidate will act as a key resource on internal processes for finance and human resource items, and will work closely with related Lawson teams.

This position is a 5 day per week (37.5 hours per week) permanent position.

Essential Qualifications

- Provide vaccination records or proof of immunity against measles, mumps rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing
- Post-secondary education in a Business or Administrative field.
- Minimum of 5 years recent related experience
- Demonstrated knowledge of accounting principles, including budgets and variance analysis
- Demonstrated knowledge of Microsoft Office applications, PeopleSoft and nVision programs
- Demonstrated ability to work with colleagues in a collaborative approach
- Ability to effectively communicate with all levels of staff
- Self-motivated and action-oriented; a team player and who can work independently when required
- Well-developed interpersonal skills to establish and maintain effective working relationships
- Customer focused and responsive to the specific and unique needs of each working situation
- Strong ability to be flexible, adaptable, and to manage change
- Ability to manage multiple priorities effectively while dealing with stress in a manner that promotes a positive and professional work environment
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety
- Demonstrated ability to attend work on a regular basis

Preferred Qualifications

- Familiarity with Lawson policies and procedures

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.