

Job Details

Job Title Team Assistant, Lawson Health Research Institute

Job ID 62596

Location Other

Full/Part Time Full-Time

Regular/Temporary Regular

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Posting Period

Open: November 2, 2018

Deadline: November 16, 2018

Non-Union

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

Department Description

Lawson Administration – Lawson Health Research Institute

The Team at Lawson Health Research Institute (Lawson) is responsible for the ongoing management of research grants and contracts awarded to Lawson researchers, working closely with researchers, administrative staff, and funding sponsors to ensure adherence to guidelines and policies.

Reporting to the Manager, Research Finance, the Team Assistant provides administrative support to Lawson's Finance Team. This role is responsible for:

- Bank reconciliation and deposits
- Data collection and entry
- Monthly invoice processing and accounts receivable follow-up
- Responding to inquiries from researchers and administrative staff
- Research account set-up
- Other duties as assigned

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of a two (2) year community college diploma in Office Administration
- Minimum one (1) year of recent, related experience demonstrating a high standard of performance and work quality
- Demonstrated knowledge of Microsoft Office applications is required, knowledge of PeopleSoft and nVision programs is an asset
- Demonstrated ability to work with others in a collaborative approach
- Self-motivated and action-oriented; a team player and who can work independently when required
- Well-developed interpersonal and communication skills to establish and maintain effective working relationships with all levels of the organization
- Customer focused and responsive to the specific and unique needs of each working situation
- Strong ability to be flexible and adaptable as priorities change daily
- Ability to manage multiple priorities and troubleshoot effectively while maintaining 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 at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are 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.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check will be conducted as part of the selection process.

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.