Administrative Assistant

Genome Canada is a not-for-profit organization, funded by the Government of Canada, that acts as a catalyst for developing and applying genomics and genomic-based technologies to create economic and social benefits for Canadians. We connect ideas and people across public and private sectors to find new uses for genomics, invest in large-scale science and technology to fuel innovation, and translate discoveries into solutions across key sectors of national importance. Key sectors include health, agriculture and agri-food, forestry, fisheries and aquaculture, the environment, energy and mining.

We currently have an opening for a full-time Administrative Assistant to provide efficient, responsive, and professional office management and administrative support for Genome Canada.

Key Responsibilities

- Perform reception responsibilities including greeting visitors, screening and directing calls and correspondence, and answering general inquiries from the public
- Maintain a professional environment is kept at all times in common areas of Genome Canada
- Support the planning and administration of Board and Subcommittee Meetings by performing duties such as organizing meeting locations, preparing meeting materials, distributing agendas, and related items
- Assist with the preparation and logistics of Genome Canada events and meeting or conference call logistics including preparing material, distributing invitations, arranging catering, and other related activities
- Attend meetings as required, taking minutes and capturing action items
- Provide general office management support such as ordering and maintaining office and kitchen supplies, ensuring equipment is in working order and the office and kitchen are maintained professionally
- Calendar management, file management, staff event management
- Provide administrative support to all departments and staff as required including office security, finance, communications, human resources, etc.
- Arrange travel, accommodations and conference registrations for staff
- Reconcile, prepare, and submit expense claims for processing
- Develop and maintain effective physical and electronic office filing systems and manage overall office administration ensuring efficient and systematic control of documentation
- Identify process improvements and ways to streamline workload
- Other related responsibilities as required
Qualifications & Experience

- Post-secondary education in a related field such as office management, business, or a combination of relevant education and experience
- Experience with administrative support and procedures
- High level of proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and database management skills
- Strong oral and written communication skills
- Strong organizational skills and attention to detail
- Sound judgment, strong analytical skills and ability to be flexible in a changing work environment
- Uses discretion when dealing with confidential matters
- Demonstrates professionalism, maturity, tact and diplomacy
- Strong interpersonal skills, a positive attitude and is a team player
- Fluency in English and French is essential

Application Process

To apply, forward your covering letter and resume (as one document) with the subject heading "Administrative Assistant Application" in the subject line to HR@genomerecanada.ca. Please entitle your resume attachment with your first and last name. Closing date for priority selection is January 13, 2020, however we will continue to accept resumes after this date until the position is filled.

Individual accommodations due to a disability are available upon request for candidates taking part in all aspects of the selection process.

All qualified applicants will receive consideration for employment without regard to age, race, religion, ethnicity, gender, disability, citizenship status, marital status, actual or perceived sexual orientation.

Genome Canada is committed to creating an inclusive environment and building a team that represents a variety of backgrounds, perspectives, and skills. We value diversity and recognize that experience comes in many forms and skills are transferable. Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, apply!