



Job Title:

Administrative Assistant, Research and Innovation (R&I)

Reporting Structure:

This is a full-time, permanent opportunity reporting to the Director, Research and Innovation Operations

Job Scope:

This person is responsible for:

- Providing administrative support to the two Research and Innovation Directors (Director, Research and Innovation Operations and Director, Data Science) and three Senior Managers (Senior R&I Manager, Health; Senior R&I Manager, ANR; Senior Programs Manager)
- Supporting the R&I Senior Management Team by coordinating, organizing, and executing general administrative duties, coordinating meeting logistics, providing general meeting support, executing travel and event management, and performing expense/invoice processing
- Performing other administrative duties as necessary

Duties and responsibilities:

Essential Functions:

- **Scheduling:**
 - Coordinate and manage complex scheduling requirements for R&I departmental meetings.
 - Plan and facilitate meeting logistics, audio visual components, teleconferencing or videoconferencing, catering, and setup.
- **Travel and Event Management:**
 - Coordinate travel & lodging arrangements for R&I directors and senior managers
 - Presentation management where necessary (i.e., coordination of slide compilation)
 - Facilitate conference registrations and catering (when necessary)
- **Invoice Processing:**

- File invoices, facilitate approval process, invoice tracking, reviewer engagement and liaison to finance department for appropriate approvals/signatures, with accuracy.
- Expense and Professional Development Management:
 - Submit expense forms to Finance for approval.
 - Facilitate and coordinate approval process (i.e., edits required) between Finance and Senior R&I team.
- Research Oversight Committee (ROC) Administration:
 - Support scheduling with accuracy and precision
 - Provide technical support for virtual ROC meetings, where required
 - Coordinate flight and hotel arrangements for ROC members for in-person meetings in a timely and highly professional manner
 - Retrieve honorarium forms from ROC members and submit for approvals and processing
- R&I Committee Preparation Assistance:
 - Retrieve the updated/completed/ongoing projects and platform reports, active projects list and Salesforce opportunity pipeline
 - Coordination of information required with R&I Executive Assistant
- Other Administrative Support:
 - Maintain action logs, send out reminders, and collect team input/status on action items for Director, R&I Operations
 - Provide other general administrative support, as needed; may include but not limited to, preparing, editing, sending and printing documents

Education and Experience OR Required Qualifications, Skills & Abilities:

- Minimum 3-5 years supporting senior level management.
- Previous experience supporting the management activities of a fast-paced, dynamic, and demanding department.
- Strong time management skills and organizational capabilities with the ability to manage competing priorities within tight timelines.
- Self-motivated, strong ability to multi-task and prioritize actions with a strong attention to detail.
- Excellent verbal and written communication with the ability to communicate to a variety of audiences.
- Strong problem solving and analytical skills.
- Excellent proficiency using Microsoft Office Suite (MS Teams, Word, Excel, Outlook, PowerPoint, SharePoint) and Adobe Acrobat
- Demonstrated proficiency with scheduling systems (i.e., Doodle or similar)

- Familiarity with database systems, CRMs, and event management systems preferred.
- Ability to work well independently as well as within a multidisciplinary team environment.

How to apply:

Applicants should include a current CV with a cover letter indicating, anticipated start date and the names and contact information of at least two references. Please send the application in MS Word or PDF via email to jobs@genomebc.ca

Application deadline: 5pm September 22, 2023

We thank you for your interest in Genome BC. Only those candidates shortlisted for interviews will be contacted. No phone calls please.

About Genome British Columbia:

Genome British Columbia leads genomics innovation on Canada's West Coast and facilitates the integration of genomics into society. A recognized catalyst for government and industry, Genome BC invests in research, entrepreneurship and commercialization in life sciences to address challenges in key sectors such as health, forestry, fisheries, aquaculture, agri-food, energy, mining and environment. Genome BC partners with many national and international public and private funding organizations to drive BC's bioeconomy. In addition to research, entrepreneurship and commercialization programs, Genome BC is committed to fostering an understanding and appreciation of the life sciences among teachers, students, and the general public. www.genomebc.ca

At Genome BC, we believe we are made stronger by our unique combination of culture, race, national or ethnic origin, religion, sex, gender identity, sexual orientation, marital or family status, physical or mental disability unrelated to job requirements, genetic information, or age. We are committed to advancing a culture that values diversity and inclusivity, including recruiting and developing a well-qualified and diverse workforce that embraces and encourages different perspectives.

Our Values:

- **Integrity** is at the core of our decisions and actions
- **Empathy** is integral to our relationships
- **Commitments** are honoured with passion and purpose
- **Boldness** and agility motivate our pursuits
- **Curiosity** and wonder inspire us