

<p><b>TITLE:</b> Administrative Coordinator Department of Medicine and Lady Davis Institute</p>	
<p><b>ACCOUNTABILITY:</b> Administrative Coordinator to Dr. Susan Kahn, Director, Centre of Excellence in Thrombosis and Anticoagulation (CETAC), Department of Medicine (B.304)</p> <p><b>NATURE OF THE FUNCTION:</b> This work encompasses a range of administrative tasks according to established methods and complex procedures that incumbent will modify as needed. These procedures, many of which are confidential in nature, include secretarial/administrative tasks, automated office work, opening and managing of files and /or handling of data requiring specific knowledge, personnel management, financial management, work organization and planning for the execution of complex administrative tasks by compiling and analyzing data. The person is responsible for the administrative operation of CETAC and oversees CETAC's internal and external relations.</p> <p><b>PRINCIPLE DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Coordinates reports, meetings, and activities in CETAC</li> <li>• Does planning, organization and communication of CETAC meetings, participates and takes minutes</li> <li>• Organizes weekly Thrombosis Rounds and monthly Business Meeting</li> <li>• Prepares bi-annual physician call schedule for Thrombosis Consults</li> <li>• Recruits residents for Thrombosis elective, communicates with residents and prepares welcome package, prepares resident call schedule, sends resident evaluations to staff to be completed</li> <li>• Liaises with Centre for Epidemiology, Lady Davis Institute and McGill University when registering new students and post-docs</li> <li>• Contributes to the monitoring of the CETAC budget.</li> <li>• Develops and maintains computerized systems (databases, spreadsheets) for administrative records</li> <li>• Prepares and submits purchase orders and expense reports, and follows up on accounts receivable, deposits</li> <li>• Organizes December holiday activities, occasional team dinners at restaurant</li> <li>• Helps to organize March is DVT Awareness Month activities</li> <li>• Assists in making travel arrangements for Dr. Kahn</li> <li>• Schedules and greets various visitors to CETAC (academic faculty, students, pharmaceutical representatives)</li> <li>• Writes various correspondence relating to CETAC</li> <li>• Collects and sorts CETAC mail daily</li> <li>• Performs other duties and responsibilities as required by CETAC</li> <li>• Assures and strictly maintains patient safety, privacy and confidentiality</li> </ul>	
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<p><b>JOB QUALIFICATIONS AND REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• <b>General skills:</b> Incumbent’s qualifications include high degree of professionalism, discretion, autonomy (work independently), proactivity, and good organizational, communication, customer service, time management, multi-tasking and interpersonal skills. Excellent e-mail and telephone etiquette. Must possess a strong sense of responsibility and the ability to make independent decisions and manage a busy work environment.</li> </ul> <p><b>A. Academic and professional</b></p> <ul style="list-style-type: none"> <li>• D.E.C</li> </ul> <p><b>B. Knowledge and experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in hospital setting (ideally the JGH) at least 1-3 years</li> </ul> <p><b>C. Skills:</b></p> <ul style="list-style-type: none"> <li>• Bilingual</li> <li>• Computer skills (Word, Excel, PowerPoint, internet, Doodle polls)</li> <li>• Ability to coordinate several issues simultaneously</li> </ul> <p><b>D. Job status:</b></p> <ul style="list-style-type: none"> <li>• Temporary full-time (35 hours per week)</li> </ul> <p>Qualified candidates interested in applying should submit their CV and a cover letter before June 15, 2018 to Dr. Susan Kahn at the following e-mail address: <a href="mailto:susan.kahn@mcgill.ca">susan.kahn@mcgill.ca</a></p> <p>Only those applicants selected for an interview will be contacted.</p>	
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