

Job Title: Research Coordinator

Location: McGill Centre for Translational Research in Cancer at the Lady Davis Institute

Job Type: Full-Time, fully onsite.

About Us: The McGill Centre for Translational Research in Cancer (MCTRC) bridges cancer research and the development of innovations. We are a dynamic and innovative center committed to making a positive impact in the healthcare industry. We are currently seeking a highly organized and detail-oriented Research Coordinator to join our team. If you are passionate about accuracy and enjoy maintaining order in a fast-paced environment, we want to hear from you.

Position Overview: As Research Coordinator at the MCTRC, you will be an essential part of our administrative team where you will have the chance to participate in research projects and play a crucial role in the research that we develop at the MCTRC. This is a mixed position in which your primary responsibilities will involve providing support to ensure the smooth functioning of the office. Additionally, you will be responsible for the coordination of a research project from our portfolio. This role requires a keen eye for detail, excellent organizational and communication skills, and a dedication to quality.

Key Responsibilities:

- Perform general clerical duties, including photocopying, scanning, and filing documents, and managing incoming and outgoing mail, emails, and phone calls.
- Maintain office supplies and place orders when necessary.
- Assist in scheduling appointments and meetings.
- Create and assist in organizing scientific events and gatherings.
- Liaise with different departments to collect the necessary information to create and update documents, spreadsheets, and financial reports on scientific accounts.
- Collects signatures and approval on documents.
- Collect, compile, and organize data from various sources.
- Enter and update data in databases and spreadsheets.
- Perform regular data quality checks to ensure accuracy and completeness.
- Assist in creating reports, charts, and graphs based on collected data.
- Follow data protection and confidentiality policies.

Qualifications:

- CEGEP or Bachelor's diploma in a field associated with health sciences or administration. A master's degree is considered an asset.
- Proven experience in data entry, data collection, or clerical work is preferred.
- Proficiency in data management software, including Microsoft Excel.
- Strong attention to detail and accuracy in data entry.
- Excellent organizational, time management and multitasking skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Bilingual in French and English.

What We Offer:

- Competitive salary, benefits package, and pension plan.
- Opportunities for professional development and growth within the company.
- A collaborative and supportive work environment.
- The chance to be a part of a team making a positive impact in the health care in oncology.

How to Apply: If you are ready to take on this exciting role and contribute to our company's success, please submit your resume and a cover letter outlining your relevant experience to mctrc@ladydavis.ca and or apply via our LinkedIn account. In your cover letter, be sure to explain why you are the ideal candidate for this position and how your skills align with our requirements.

The MCTRC is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. We look forward to reviewing your application and getting to know you better!