

Receptionist / Research Administrative Assistant

NATURE OF THE FUNCTION

Working under the direction of the immediate supervisor of the Centre for Clinical Epidemiology at the Jewish General Hospital, the receptionist will be the first point of contact for our centre. He/She will be responsible for ensuring the smooth functioning of the unit's day-to-day operations as well as provide administrative support to researchers. Ultimately, the Receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively, and executes all administrative tasks to the highest quality standards.

DUTIES AND RESPONSIBILITIES

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries; directs visitors to appropriate resource person.
- Answer, screen and forward incoming phone calls.
- Receive, sort and distribute daily mail and deliveries.
- Maintain and update staff directories; both telephone directory and nameplates for new hires.
- Maintain security by following procedures; monitoring logbook; issuing visitor badges.
- Order front office supplies and keep inventory of stock.
- Book conference and meeting rooms; update calendars.
- Set up conference room for weekly seminars.
- Maintain safe and clean reception area by complying with procedures, rules, and regulations
- Contribute to team effort by accomplishing centre-related tasks as needed.
- Provide administrative support to researchers, which may include but not limited to: maintain and update CV, assist with grant submission, manuscript submission, ethic submission, preparation of powerpoint slides, completion of expense reports, etc.
- Perform other clerical receptionist duties such as filing, photocopying, faxing.

JOB QUALIFICATIONS AND REQUIREMENTS

- Minimum College diploma with 2 years related experience
- Previous work experience as a Receptionist, Front Office Clerk or Administrator an asset
- Computer skills which include, Word, Excel, PowerPoint, Microsoft Outlook an asset
- Ability to communicate effectively and the skill to listen attentively
- Great organizational skills
- Commitment to accuracy of data
- Ability to work independently, able to take initiative, and team player
- Bilingual: French and English
- Ability to manage timelines

JOB STATUS: Full time

SALARY SCALE: \$35,000 - \$48,000

POSTING PERIOD: 30 days

Please email your cover letter and curriculum vitae to:

Samy Suissa

Director, Centre for Clinical Epidemiology

c/o: Marisa Mancini

Administrative Assistant

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