**VACANCY:** Senior Administrative Secretary

**REPORTS TO:** Director and Associate Director, Occupational Cancer Research Centre

**LOCATION** Downtown Toronto Subway location on University Ave

**STATUS** Temporary full-time (2 years, with possibility of renewal)

**No. of VACANCIES:** One

**POSITION SUMMARY:**

The Senior Administrative Secretary provides administrative support services to the Director and Associate Director of the Occupational Cancer Research Centre as required for the effective administration of the Centre. The Occupational Cancer Research Centre (OCRC) is a research centre, housed at Cancer Care Ontario. The OCRC is a unique partnership that unites research, healthcare, workplace safety, labour and industry groups. It is jointly funded by Cancer Care Ontario, the Workplace Safety and Insurance Board and the Canadian Cancer Society, Ontario Division and was developed in collaboration with the United Steelworkers. It is researching gaps in our knowledge of occupation-related cancers to translate these findings into preventive programs to control workplace carcinogenic exposures and improve the health of workers.

The admin assistant is responsible for the co-ordination and submission of Centre reports and research grant proposals; preparing, forecasting, monitoring, and reconciling Centre research and operating budgets; coordinating the organization of workshops, conferences and other research development events; and organizing all other day-to-day administrative operations of the centre. The position requires a self-directed, self-motivated organizer, excellent communication skills, a proven aptitude for attention to detail and accuracy, the ability to work well independently, as well as work in an environment with changing demands and priorities.

**RESPONSIBILITIES:**

- Assists in the Centre’s accounting and budget documentation processes. Monitors budgets and accounts for accuracy and completeness. Ensures inaccuracies are reported and adjustments are processed, generating monthly updates
- Acts as primary liaison with the Finance Department and the Procurement Office
- Provides payroll administration support and processes HR/financial transactions
- Responsible for payment of all Centre expenses
- Helps co-ordinates and plan the organization of workshops, conferences and other research development events
- Utilizes advanced functions to provide word processing to facilitate the production of complex documents and materials
- Ensures efficient operation of the office
- Performs clerical support functions
- Provides meeting and travel support, including scheduling, booking meeting space, catering, audio-visual equipment, teleconference arrangements; making hotel, ground transport and air travel arrangements for visiting speakers and Centre faculty and staff; preparation and settlement of travel advances and claims
• Monitors and orders office supplies; ensuring supplies are accessible to departmental personnel.
• Ensures office equipment and furniture are operational (e.g., photocopier, etc.); coordinates preventative and corrective maintenance/repair schedules.
• Performs other duties consistent with the job classification, as assigned.

QUALIFICATIONS:
• Community College secretarial certificate of Bachelor of Arts/Science degree with a minimum of four (4) years experience in the secretarial field or an equivalent combination of education and experience.
• Proven aptitude for attention to detail and accuracy
• Administrative and financial work experience in a research centre is a strong advantage
• Advanced skills using CCO’s Financial Online reporting
• Ability to work well independently with little supervision required, and the ability to work with changing demands and priorities
• Ability to multi-task and shift focus quickly in order to meet various deadlines
• Excellent communication skills, both oral and written.
• Experience with the preparation, forecasting, and reconciliation of research budgets
• Experience dealing with external granting agencies – grant submission procedures, reporting, financial requirements, contractual requirements, etc. – specifically compliance with procedures and regulations of the Workplace Safety & Insurance Board (WSIB)
• Event co-ordination skills, including the organization of workshops and conferences as well as travel arrangements and financial procedures
• Excellent computing skills and website management

To Apply:
□ Please forward your cover letter and resume to: staffing@cancercare.on.ca, no later than October 11, 2011.
□ Please copy and paste the name and posting number of the job into the subject line of your email: CAAR659232 CCO - Senior Administrative Secretary
Please note that applications received after the expiry date will not be considered.

More about Cancer Care Ontario:
Cancer Care Ontario is an umbrella organization that steers and coordinates Ontario’s cancer services and prevention efforts. As the provincial government’s chief cancer advisor, Cancer Care Ontario directs more than $750-million in health-care funding for cancer prevention, detection, and care. The agency also operates screening and prevention programs; collects, monitors, and reports information about cancer and cancer-system performance; develops evidence-based standards and guidelines for health-care providers; and works with regional providers to plan and improve cancer services.

Our website is at:
http://www.cancercare.on.ca

We are guided in most part by the Ontario Cancer Plan at:
http://www.ontariocancerplan.on.ca

Information about Ontario’s ColonCancerCheck program managed by Cancer Care Ontario can be found at:
http://www.coloncancercheck.ca

Cancer Care Ontario manages the medical procedures wait times information system for all Ontarians at:
http://www.ontariowaittimes.ca
View our listing of all other CCO current postings at:
http://www.cancercare.on.ca/careers

Cancer Care Ontario is a HOOPP pension plan employer, see the details at: http://www.hoopp.ca

Resume Format: If you elect to apply, please prepare a basic, text-based version of your resume to paste into the text resume application box. Then, near the end of the application process, even after clicking on ‘Submit’, you will be invited to attach up to three separate files to your application. Please make one of these attached files your formatted resume in either a .doc, .rtf, or .pdf format