



Malatest is one of Canada's largest independently owned and operated research and program evaluation firms. A key element of our business is developing comprehensive proposals in response to government-issued RFPs. Our Victoria head office is seeking an experienced Administrative Assistant to join the proposals/business development unit. This is a new role for the unit, and we are looking for an individual who will perform a variety of tasks to help with the operation of the unit and ensure that the process functions smoothly. Because this is a new role, we foresee that it will, to some extent, adapt around the successful candidate; however, currently anticipated activities include the following:

- Developing and maintaining informational databases;
- Scheduling internal and external meetings;
- Maintaining a calendar of proposal review and due dates;
- Coordinating proposal delivery with other administrative staff across the country; and
- Assisting in document and presentation development.

We anticipate that our ideal candidate will have the following experiences, skills, and attributes:

- Work experience in an administrative role and office environment;
- Experience developing databases and other tools to manage a large volume of information;
- Time management skills and flexibility;
- Ability to review, assess, and organize information;
- Attention to detail;
- Accurate and efficient technical skills in MS Office software;
- Ability to work to deadlines; and
- Ability to self-start and organize responsibilities in order to meet deadlines, work under pressure, and adjust or adapt to changing priorities.

Staff members are required to adhere to Malatest's privacy, security, confidentiality and quality standards and be legally entitled to work in Canada. For most of our work, staff members must be able to obtain a security clearance with the Industrial Security Directorate Division of Public Works and Government Services Canada.

Working Conditions: The Administrative Assistant may be required to work overtime and/or non-standard hours on occasion to meet deadlines; however, there is some flexibility in office hours. Advanced computer skills are required. The successful applicant must be able to self-monitor, constructively handle feedback, and strive for continuous improvement. We expect that the tasks to be completed by the Administrative Assistant will include some that are short-term (e.g. the daily entry of RFP information into a database) and others will be longer-term and require developing databases and information sharing systems from the ground up, in consultation with other business units and individuals. Within the proposals/business development unit, while much of the work is completed independently, we also work together as a team to ensure that proposals and other tasks are completed by their non-negotiable deadlines. As a result, the Administrative Assistant will be expected to both work well independently and to work closely with the team, completing a variety of tasks to ensure that we meet our objectives.



Posted: September 8, 2017

Closing Date: Until Filled

Location: Victoria, BC

Hours of Work: 40 hours per week; alternate work arrangements may be considered for the right candidate

Rate of Pay: \$40,000 to \$45,000 annual salary (based on experience), plus performance-based bonus

How to Apply: Submit your resume, cover letter and application form to Erin Schowalter, Proposal/Business Development Manager (RFPresumes@malatest.com) in Word or PDF format. Ensure you quote competition number **RFP17-D** in the subject line of your email and ensure that all attachments include your name as part of the file name. No calls, please.

While we thank every candidate for applying, please be advised that only shortlisted candidates will be contacted. All applications will be considered for other opportunities where qualifications may be applicable.

R.A. Malatest & Associates Ltd. is an equal opportunity employer and will not discriminate against any employee or applicant from employment because of physical or mental disability, race, colour, religion, gender, sexual orientation or creed in regard to any position for which the employee or applicant is qualified. We are committed to ensuring employment equity within our workplaces. You are welcome to identify within your application if you belong to one of the four designated equity groups: women, Indigenous peoples, persons with disabilities, and/or members of visible minorities.