



Administrative Assistant

RAM – 18T

Temporary Summer Contract – Training & Development

Currently, Malatest is seeking an Administrative Assistant with exemplary skills in MS Power Point to support our training and development initiatives project; for three months, located in Edmonton, Alberta.

Malatest is one of Canada’s largest independently owned and operated social research companies with office locations in Victoria, Edmonton, Ottawa, Toronto, and Halifax.

This temporary contract position is ideal for a summer student who has attention to detail, a high degree of efficiency, and a visual eye for creating Power Point presentations to help complete our training and development initiatives; using MS office applications.

Candidates will be considered for appointment, based on qualifications and experience using Power Point. As Malatest administrative services supports every department’s training efforts across the country, our ideal and successful candidate must have adaptable and interested in learning about the research industry. This position would be of interest to students who don’t mind working in an office over the summer and who are attending undergraduate programs in: Business Administration, Communications, Education, or the Social Sciences.

On-the-job training will be provided, but strong familiarity with general administration and MS office applications will be required.

Key Tasks & Responsibilities

- Reporting to the Executive Vice President of Research (located in Edmonton) for the Malatest training and development initiatives project (e.g. taking notes, drafting communication memos, organizing files and scheduled meetings, co-ordinating logistics, resources and materials);
- Editing, proofing, and formatting training module content for consistency and logic;
- Taking notes and transcribing content for entry into training modules under development;
- Reviewing training modules for visual appeal and engaging content;
- Working with Malatest subject matter experts to upload completed modules to the training and development system;
- Responding to telephone, in-person, and/or electronic email inquiries, in a timely manner - and forwarding communications to the appropriate person(s) appropriately and professionally;
- Maintaining office calendars, agendas, meetings and itineraries for the project;

Core Knowledge, Skill & Ability Requirements:	
Communication	Interpersonal skills
Organizational skills	Decision Making
Technical Proficiency	Continuous Learning
Problem Solving	Managing Information
Service Delivery	Time Management
Adaptability	Teamwork



Qualifications:

This position will report directly to the Executive Vice President of Research (in Edmonton) and collaboratively with all departments to support the training and development of all Malatest employees.

- Bachelors degree in the social sciences, information management, business administration, communications, education, or other field related to learning and development, preferred;
- Accurate and efficient technical skills in MS office applications (e.g., Word, Excel, PowerPoint);
- High level integrity to handle confidential and/or sensitive information;
- Strong time management skills, flexibility, and an attention to detail are considered essential;
- As a condition of employment, staff members are required to obtain a security clearance with the Industrial Security Directorate Division of Public Works and Government Services Canada. Adherence to Malatest privacy, security, confidentiality and quality standards; is required.

Working Conditions

Malatest is a fast-paced, consistently changing, dynamic work environment. This position is intended to support the training and development initiative project, under the pressure of deadlines. All staff may be required to use, lift, and sometimes carry standard office equipment of 10 to 20 lbs. Work in the office, requires sitting for long periods of time with extensive use of a computer. Advanced computer skills are required.

Standard office hours of operation are Monday to Friday, 8:30am to 5:00pm, although some hours may vary by task and other project requirements. Travel and Overtime may be required to accommodate workload and deadlines.

As a member of our team, admin demonstrates high integrity, an ability to work independently (with an acute attention to detail); while accepting responsibility for the quality and completion of tasks assigned.

Posted: May 3, 2018

Closing Date: May 18, 2018

Location: Edmonton, AB

Hours of Work: Temporary contract until September for full-time hours, 40 hours per week; Hours may vary based on project requirements with flexibility to work overtime, as necessary.

Salary Range: \$20.00 to \$40.00 per hour;

How to Apply?

Submit a cover letter, resume, and application form to Ms. Pamela Toovey, CPHR of Human Resources (resumes@malatest.com). Please quote the competition number **RAM-18T**. No calls please.

Note: While we would like to thank every candidate for your interest, only those shortlisted will be contacted.

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 with 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, Aboriginal, persons with disabilities and/or members of visible minorities.