



Administrative Assistant

RAM - 18E

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

Currently, we are seeking an Administrative Assistant to support the developing research opportunities and office operations, located in Edmonton, Alberta. This role is ideal for those that like to keep busy, thrive on change, and solve problems; while completing administrative tasks with an acute attention to detail and a high degree of efficiency using MS office applications.

Candidates will be considered for appointment, based on qualifications and applied years of experience. As Malatest administrative services support every departments efforts, our ideal and successful candidate must have adaptable administrative skills and a level of interest in the research industry. This position would be of interest to: Administrative professionals, Office managers, HR generalists, or those with advanced administrative experience, working in an office.

On-the-job training will be provided, but strong familiarity with general administration best practices and key competencies in the areas listed below, is preferred.

Administrative Tasks

- Providing HR support (e.g. staff timesheets, personnel files, office supply orders);
- Office management (e.g. bank deposits, petty cash, facility maintenance, lease coordination, parking sub-leases, alarm, after hours emergency contact);
- Processing incoming and outgoing mail, coordinating with mail-houses and printing services;
- Coordinating with vendors for example, translation services, shredding company, editing services;
- 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 work;
- Professionally maintaining an interpersonal awareness of staff, clients, corporate positions and others that we interact with on a daily basis to follow work schedules.

Research Tasks

- Conducting literature and document reviews;
- Creating graphs and tables for reports;
- Writing progress/status reports for clients;
- Writing simple quantitative and qualitative reports;
- Booking travel and coordinating site logistics;
- Scheduling interviews, meetings, and site visits;
- Focus group hosting;
- Creating PowerPoint presentations;
- Providing administrative task support for research project work;
- Proofing documents;
- Note taking, transcription or data entry;



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 collaboratively work within all departments to support all Malatest employees.

- Minimum Bachelors degree in the social sciences, information management, business administration, or other field related to office administration services;
- Work experience (2-3 years in an office or research environment);
- Accurate and efficient technical skills in typically used office applications (e.g., MS Word, MS Excel, MS Access and PowerPoint); with Proficient use of multi-line telephone systems;
- 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 on many of our research project contracts 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 will support multiple project simultaneously, 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.

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

Posted: February 9, 2018

Closing Date: Until Filled

Location: Edmonton, AB

Hours of Work: Permanent full-time, 40 hours per week; Schedules may vary based on project requirements; Flexibility to work other hours and/or overtime, as necessary.

Salary Range: \$40,000 to \$45,000 annual salary (based on experience), plus revenue-based bonus;

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-18E**. 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.