

Malatest is one of Canada's largest independently owned and operated social research companies with office locations in Victoria, Edmonton, Ottawa, and Toronto. Areas of our research focus are diverse; however, some common areas include health, education, employment and the labour market, housing, and transportation.

We offer opportunities for career advancement as well as both internal and external professional development. At Malatest we believe in investing in our employees, and we demonstrate that through our competitive salaries, comprehensive benefits package, and annual bonuses.

If you have a passion for administration and enjoy working as part of a dynamic team, this position would be of interest to you. The role reports to the Executive Vice-President of Research and we are looking for candidates who understand the importance of providing exceptional administrative support to the team, while having experience working within a fast-paced environment involving multiple deadlines. The ideal candidate will have strong writing abilities, be well organized, and will have excellent time and project management skills. This opportunity is ideally suited to someone with a background in administration with education and experience in social sciences (although other disciplines will be considered based on applicant experience).

Key areas of responsibility include:

- Recruits and schedules key informant interviews and assists in focus group set-up; conducts interviews as assigned, prepares notes and summaries;
- Arranges for flight bookings, vehicle rentals, and accommodation for staff travel; collaborates with head office as necessary;
- Ensures office supplies are stocked and available for use;
- Takes meeting minutes for client and team meetings;
- Distributes mail and is the first point of contact for staff and clients;
- Updates the team assigned on projects and signs off on tasks completed;
- Contributes to the generation of graphs, tables, reports, and presentations;
- Participates in Malatest committees such as Occupational Health & Safety, Community of Practice and Security.
- Participates in the implementation of research projects by supporting project management through organizing project activities, guiding workflow, and monitoring project hours and budgets;
- Supports the research manager and team by providing timely and necessary information required for communication with clients;
- Provides administrative project assistance as requested such as booking site visits, ordering project specific supplies, arranging focus groups, entering data, etc.;
- Supports more senior team members in interpreting data by summarizing information, documenting source, etc.;
- Contributes to report writing, development of progress reporting tools, editing and formatting reports for clients;
- Tests data collection tools (CallWeb, VOXCO, other) and provides feedback and uses project management tools as directed;

Qualifications:

- Minimum of a Bachelor's degree in the social sciences or other applicable disciplines
 - Proficient in MS Office products such as Excel, Word, PowerPoint, and Outlook
 - Strong writing skills with the ability to clearly communicate complex concepts with great attention to detail
 - Malatest staff must adhere to privacy, security, confidentiality, and quality standards and be legally entitled to
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work and travel in Canada. Working with Malatest to obtain security clearances with the Industrial Security Directorate Division of Public Works and Government Services Canada will be required

- The ability to speak and/or write in French, or another language(s) is an asset, but not required.

Posted: May 9, 2022

Closing Date: May 29, 2022

Location: Edmonton, AB

Hours of Work: Permanent full-time, 40 hours per week; with occasional overtime as required to meet project requirements.

Rate of Pay: \$40,000.00 to \$50,000.00 per year (based on qualifications), plus benefits and performance bonus.

How to Apply?

Submit your resume, cover letter, and application form to Malatest. No calls please.

Please quote the competition number **RAM-22EA** within the subject line and content of your application by e-mail.

E-mail: (Word or pdf) resumes@malatest.com	Fax: 1-888-384-2774	By Mail: 858 Pandora Ave Victoria BC V8W 1P4
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Malatest is an equal opportunity employer and will not discriminate against any employee or applicant from employment for which the employee or applicant is most qualified. *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.*
