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*Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.*

## **Administrative Assistant, Programs**

**(18 month contract)**

Reporting to Senior Programs Officers and working closely with the Programs team as well as CFI staff in other business units, the incumbent provides effective and efficient administrative support to the team. Key activities include assisting with the coordination of committee meetings for the merit review of proposals submitted to the CFI; providing travel logistics support to the team, committee members and institutional representatives; drafting correspondence; data entry and other duties.

### **Key activities**

- Liaises with, and provides logistical support to committee members and institutional representatives
- Schedules and coordinates logistics for various committees (includes organizing teleconferences, arranging hotel accommodations, making travel arrangements, organizing catering, reserving meeting space, etc.)
- Corresponds with committee members, institutions, hotels and travel agency in both official languages
- Enters data into databases and produces reports using database and spreadsheet software
- Prepares documents for committee meetings
- Tracks expenditures, prepares expense claims forms and reviews expenses as part of the ongoing budgeting process
- Provides administrative assistance to the team including: drafting routine correspondence, maintaining contact lists, filing, scheduling meetings, teleconferences and making necessary preparations

### **Skills and knowledge**

- Strong organizational and time-management skills with ability to prioritize activities. Ability to efficiently organize event logistics such as off-site meetings and travel arrangements
- Three or more years of experience in office administration preferred
- Strong communication skills; fluency in both English and French (oral and written)
- Ability to exercise discretion and judgement in dealing with confidential information
- Strong interpersonal skills and ability to deal with all levels of staff throughout the organization as well as external clients and stakeholders with tact
- Strong initiative, assertiveness and ability to perform well with many disruptions as well as to respond effectively in a demanding and fast-paced environment
- Well-rounded knowledge of project coordination
- Ability to work independently and as part of a team
- Ability to work productively with Microsoft Outlook, Word and Excel. Ability to quickly learn to use custom software for data entry and simple reporting.

**Administrative Assistant, Programs**

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**Salary**

Salary will be commensurate with qualifications and experience. Benefits, including health insurance and vacation days, will be offered as part of this employment contract.

This is a full time, headquarters-based function.

**Please send your CV and a covering letter by end of day on Tuesday, February 12, 2019 to:**

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
hr@innovation.ca

*We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.*

*The Canada Foundation for Innovation supports official language and employment equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.*

*Visit our website, [Innovation.ca](http://Innovation.ca), for more information about the CFI.*