

## **Administrative / Project Assistant**

**1.0 FTE position (37.5 hours per week) Some Flexibility will be required.**

Posting Date – September 24<sup>th</sup>, 2018

Closing Date – Open until filled

### **Summary**

We are a small but growing research and evaluation firm based in Vancouver. We typically work with non-profit and governmental organisations, evaluating programs and services. A significant part of our work is in health care as well as working with marginalized populations. We work in an open environment that promotes collaboration and learning across team members.

This is a new opportunity with our firm. Reporting to the firm's Principal and Manager of Research, the successful candidate will provide overall administrative and project support to the team. Ideally, you have completed a university degree in administration or the social sciences. You are detail oriented, have an interest in social and health research, want to work in a fast-paced environment, are supportive, and able to work collaboratively.

We take pride in providing a supportive work environment. We offer a competitive compensation package that includes extended health and wellness as well as learning opportunities and bonuses. We support an inclusive work environment and subscribe to the principles of the "living wage".

### **Required:**

- Exceptional spoken and written English communication skills
- Strong attention to detail and extremely organised
- Ability to problem-solve complex issues
- Exceptional MS Office skills (Word, Excel, Outlook and PowerPoint)
- Ability to work collaboratively and support the work of team members
- Strong interpersonal skills
- Ability to work with confidential information

### **Considered an asset:**

- Previous administrative experience
- Experience in working within a social or health research environment
- Working knowledge of statistical software (e.g. R, MS Excel, SPSS)
- Ability to work with Adobe suite (InDesign, Acrobat, Illustrator, Photoshop)
- University degree

## Responsibilities

- Administering payroll and firm benefits
- Monthly invoicing, accounts receivable and payables and bank records
- Reconciling monthly expense claims
- Scheduling meetings and interviews for research team members
- Data entry
- Transcribing interviews
- Supporting document creation, including formatting and design
- Providing overall logistical support to the team

**To apply for this position**, please forward a cover letter and resume with ***Admin Assistant*** in the subject line to: [stephen@reichertandassociates.ca](mailto:stephen@reichertandassociates.ca)

We thank all who take the time to apply. Unfortunately only those being considered for the position will be contacted.