

JOB POSTING

Position Title: Administrative Coordinator
Status: Non-supervisory. Contract, Full time
Reports to: Manager, Research and Partnerships, Allergan NCE Inc.

Purpose

An Administrative Coordinator is required to support the administration and documentation of all aspects of the Research and Partnerships program of Allergan NCE Inc., a national Networks of Centres of Excellence. We are seeking a well-organized team member with experience in providing administrative support to the development and execution of operational and administrative processes conducive to ensure efficiency and accuracy.

RESPONSIBILITIES

- Coordinates and monitors research related activities, including but not limited to developing and maintaining records of performance, tracking data and outcomes, and preparing periodic and *ad hoc* reports.
- Coordinates, implements, and confirms accuracy and completeness of reporting activities conducive to support accurate tracking and reporting of Research and Partnerships related activities.
- Prepares, edits, review and populates tracking report templates, undertakes preliminary analyses, and anticipates risks associated with these activities while proposing relevant solutions.
- Gathers and prepares information and knowledge conducive to inform funding allocations decisions by relevant decision-making committees and supports the work of relevant working groups as directed.
- Assists the Manager, Research and Partnerships in the development of portfolio-related communications, presentations, and other knowledge exchange activities.

Requirements

Minimum of a Bachelor's degree in social, health sciences or a professional degree in administration.

A minimum of two (2) years of related experience working on complex work environments is required in research, project administration, or a relevant area.

Competencies

- Demonstrated ability to provide administrative coordination and support to projects and excellent writing skills.
- Clear understanding of the research process acquired through both practical and academic experience
- Demonstrated organizational skills and client focus skills
- Systems thinking and ability to exercise initiative, tact, and discretion and to deal effectively with a variety of people and work under pressure

- Demonstrated ability to communicate effectively with all levels of internal and external stakeholders
- Strong ability to work as a supportive and effective team member
- High level of expertise using the Microsoft Office Suite products, including but not limited to Excel, Word, PowerPoint, and Microsoft Dynamics CRM.
- Ability to travel regionally and nationally

Assets

- Knowledge of the role of the NCE Program
- Knowledge of the regional, national and international technical and economic innovation policy and related trends and events
- Experience in the academic, public or not-for-profit sectors
- Ability to communicate in French

Location: AllerGen NCE Inc. is located in Hamilton, ON at McMaster University. ***Please note, employees of AllerGen NCE Inc. are not employees of McMaster University.***

Qualified individuals are invited to submit a resume by November 17, 2011. To apply, please forward your cover letter and resume to allergennc-rp@rogers.co

We thank all applicants for their interest in this position however; we will only be contacting those selected for interviews.