

## **ADMINISTRATIVE ASSISTANT**

### **Permanent Full-time**

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is the national voice for women's health in Canada with a mission is to lead the advancement of women's health through excellence and collaborative professional practice.

The SOGC has over 4,000 members, comprised of: obstetricians; gynaecologists; family physicians; nurses; midwives and allied health professionals working in the field of sexual and reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on sexual and reproductive health and on evidence-based training and education. The SOGC leads the development of 12–17 clinical practice guidelines per year and hosts three regional continuing medical education meetings, and an Annual Clinical and Scientific Conference. The SOGC also coordinates and hosts in-person and virtual academic programs for participants at all stages of their career: medical students, residents and practicing health professionals.

### **POSITION DESCRIPTION**

Reporting to both the Director of Communications and Public Affairs, as well as the Director of Business Development and Membership, the **Administrative Assistant** facilitates efficient operations in both departments and provides administrative support to the Corporate Office when needed.

Administrative tasks will vary slightly between the two departments, but comprise primarily of the following:

### **KEY RESPONSIBILITIES**

- Answers and transfers incoming calls, screening when necessary.
- Coordinates meetings between directors, their respective administrative support as well as others based on their reporting managers' schedules.
- Booking department all staff meetings, as well as one-on-ones
- Responsible for managing and organizing visa statements, signatures for invoices and proper financial coding.
- Retrieves information as requested from records, email, minutes and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative enquiries and questions.
- Coordinates and schedules travel, meetings and appointments for managers or supervisors

- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Performs other related duties as assigned.

### **QUALIFICATIONS, EXPERIENCE and KEY SKILLS**

- Related post-secondary education in related field.
- Three to five years of experience in an administrative role.
- Excellent verbal and written communication skills *in both English and French*.
- Basic understanding of administrative procedures and systems such as recordkeeping and filing.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal and customer service skills.
- Ability to work independently.

### **WHAT WE OFFER:**

*Total Compensation Package which includes:*

- Benefits after three months.
- Pension matching after one year.
- Three weeks of vacation.
- Hybrid flexible workplace split between in-office and home office schedules.

Please submit your cover letter and resume to [careers@sogc.com](mailto:careers@sogc.com).

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.