



Administrative Assistant to the Chief Scientific Officer Full-Time Permanent

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) ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

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 reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

POSITION DESCRIPTION

The Administrative Assistant ensures the efficient day-to-day operation of the office of the Chief Scientific Officer and supports the work of team members. The Administrative Assistant also provides assistance to corporate management and the Canadian Foundation for Women's Health, as required.

KEY RESPONSIBILITIES

- Manage the calendar for the Chief Scientific Officer
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Format documents using Microsoft word
- Enter data into appropriate databases as required
- Doodle polling and scheduling meetings for managers
- Handle the logistical preparations for meetings including scheduling, preparing agendas and background documentation, and recording minutes as required
- Prepare, track and process expense claims
- Code and file material according to the established procedures
- Purchase supplies for team

- Document and follow-up on action items as required by team members
- Liaise with other departments to coordinate translation requests, graphic requests, financial reports etc
- Organize travel and meeting logistics for in-person meetings
- Provide administrative support to the SOGC corporate office, including the Canadian Foundation for Women's Health, for organizing, filing and working across teams
- Assist other team members with tasks as required
- Other duties as needed by the Chief Scientific Officer

QUALIFICATIONS and KEY SKILLS

- Demonstrated ability to multi-task with keen attention to detail
- Demonstrated ability to effectively prioritize and execute tasks with minimal supervision
- Ability to work both independently and in a team-oriented, collaborative environment
- Proficient Microsoft Office user (Excel, Outlook, Word, PowerPoint, Teams)
- Proficient in active listening, quickly establishing rapport with colleagues or members, explaining concepts in simple understandable terms
- Excellent command of the English language
- Ability to work in French is an asset
- Basic knowledge and understanding of health care and research is an asset

EXPERIENCE AND EDUCATION:

- College diploma or equivalent combination of relevant education and at least 3 years of relevant work experience

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.

Should you be interested in this position, please submit your cover letter and resumé to careers@sogc.com.

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