

**Experienced Administrative Assistant to the Chief Scientific Officer
Temporary Full-Time until March 31, 2022 with possibility of extension**

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is one of Canada's oldest national specialty organizations. Established in 1944, the Society's 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 3,900 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

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 the research team and supports the work of management and other team members.

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.
- Other duties as needed by the Chief Scientific Officer or Team members

QUALIFICATIONS, EXPERIENCE AND KEY SKILLS:

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

ADDITIONAL JOB REQUIREMENTS:

- Ability to work weekends and overtime occasionally
- Ability to work from home until office reopens in Ottawa

The SOGC is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age or disability. Accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.

Should you be interested, please send your cover letter and resume to the attention of Jocelynn Cook (jcook@sogc.com) by Friday, July 30, 2021. Please clearly demonstrate how you meet the requirements of the position in your application.

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