



Administrative Assistant

Vancouver, BC

Summary

Reporting to the SVP HR and Administration, the Administrative Assistant provides administrative support for Corporate Affairs and other departments as required.

Responsibilities

Provide day-to-day administrative support for Corporate Affairs including:

- Scheduling and calendaring meetings and conferences
- Arranging and calendaring travel logistics including air, ground transportation, hotels and dining options
- Assisting with planning and execution of Corporate Affairs events and activities
- Maintaining the department's databases
- Other administrative support as required

Provide day-to-day administrative support to other Departments including:

- Updating internal intranet (Checkpoint) as needed
- Provides back-up coverage to reception as needed
- Work closely with Contracts Management and Finance teams to prepare and process contract requisitions, non-disclosure agreements and other contractual documents and amendments as required
- Assist with scheduling, travel planning and expense report preparation
- Prepare and edit presentations, correspondence and reports
- Assist with planning and execution of internal and external team meeting and events, such as departmental meetings and the Annual Corporate Retreat
- Other related duties as assigned

Qualifications and Requirements

- A diploma in an administrative related discipline and a minimum of 5 years of directly related experience in a similar role or an equivalent combination of education and experience.
- An energetic, adaptable and flexible administrative professional with a strong attention to detail and a 'get it done' attitude.
- Excellent software capabilities; advanced user on all Microsoft office software.
- Superior communication and interpersonal skills, the ability to interact with staff and contacts at all levels of the organization.
- Able to adapt to a fast growth, changing environment with staff working across North America.

How to Apply

To apply for this role, please submit your CV and cover letter in PDF format to hr@sierraoncology.com. Please indicate the position title in the subject line of your email.

We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.