



Receptionist/Administrative Assistant

Vancouver, BC

Summary

Reporting to the Senior Associate, Human Resources and Administration, the Receptionist/Administrative Assistant will provide support for the day to day administrative operations of the Vancouver office.

Responsibilities

- Manage the reception area and greet visitors.
- Answer, screen and direct incoming phone calls.
- Update and maintain email and contact lists.
- Coordinate pick-up and delivery of mail and packages/parcels.
- Supervise the maintenance of office equipment and supplies.
- Track security cards and assign temporary cards to guests as required.
- Manage access passes and parking for the Vancouver office.
- Liaise with building and vendors re: maintenance matters.
- Manage and maintain office supplies for the Vancouver office.
- Maintain meeting room schedules; ensure meetings room are set up as required and reset following meetings.
- Tidy kitchen, including loading and unloading of dishwasher, restocking fridges/beverage stations and making coffee.
- Order catering and oversee delivery and setup.
- Provide day to day administrative support, working closely with other members of the Administrative Team. This will include, but is not limited to:
 - preparing and reconciling expense reports for departments
 - editing documents, correspondence, presentations and reports
 - assisting with planning, organization and execution of company events
 - assisting with scheduling and coordination of internal and external meetings
 - travel bookings

Qualifications and Requirements

- A diploma in an administrative related discipline
- Minimum of 2 years' directly related experience in a similar role
- Advanced knowledge and user of Microsoft 365 (Word, Excel, Outlook, PowerPoint)
- An energetic, adaptable and flexible administrative professional with a strong attention to detail and a 'get it done' attitude
- 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.