

## JOB DESCRIPTION

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| <b><i>Job Title:</i></b>                                     | <b>Administrative Assistant</b>   |
| <b><i>Department:</i></b>                                    | Pharmaceutical Development  |
| <b><i>Immediate Superior:</i></b>                            | Vice-President, Pharmaceutical Development  |
| <b><i>Responsibilities:</i></b>                              | <ul style="list-style-type: none"> <li>• Provide administrative support as required for each department. Set-up and maintain filing system for studies.</li> <li>• Set-up and organize meetings, teleconferences including ordering and setting up breakfast and/or lunch, as required.</li> <li>• Take and prepare minutes of meetings, as required.</li> <li>• Reconcile credit card expense form and prepare expense reports.</li> <li>• Provide administrative support for external and internal meetings, travel arrangements, correspondence, and society memberships.</li> <li>• Organize and provide administrative support for internal and external studies: For example, obtain study nos.; obtain contract approval from Legal Dept.; prepare and process purchase orders (PO) for external studies.</li> <li>• Using tools such as EXCEL and MS Project, maintain electronic files to track internal and external study progress (timelines), study protocols and reports, and POs and invoices for external studies.</li> <li>• Obtain the required approvals on all documents such as contracts for external studies, POs, study protocols and reports.</li> <li>• Shred sensitive documents as required.</li> <li>• Order office supplies.</li> <li>• Update vacation forms for Human Resources.</li> <li>• Translation as required.</li> </ul> |
| <b><i>Skills and qualifications related to position:</i></b> | <ul style="list-style-type: none"> <li>• Disciplined and organized - Detail oriented - Ability to solve problems - A team worker - Analytical - Ability to find the priority amongst the priorities.</li> <li>• Strong written and oral communication skills - Ability to perform well under stress - Bilingual (English &amp; French);</li> <li>• Skilled in Word, MS Project, Excel, Outlook, PowerPoint</li> </ul>   |
| <b><i>Education and Experience:</i></b>                      | <ul style="list-style-type: none"> <li>• DEC in Office Automation and Secretariat</li> <li>• Minimum 5 years experience</li> </ul>  |
| <b>Approved by:</b>  |   |

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*Immediate Superior*

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*Date*