



JOB DESCRIPTION

Reports to	Executive Director
Terms	11-month contract; June 2021-Mar 2022

BACKGROUND: The Schlegel-UW Research Institute for Aging (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance the care and quality of life for older adults. Through these collaborations and with other key partners and stakeholders, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy. The RIA consists of 9 research chairs, 4 specialists, affiliate researchers, and staff members with a commitment to improved quality of life and care across the continuum of care.

PRIMARY PURPOSE: The Administrative Assistant provides overall administrative support to the RIA Accountant and Office manager with accounting, building services and project support.

KEY ACCOUNTABILITIES:

1. **Accounting:** Provide support to the accountant and office manager with processing payments, accounts payables and receivables, filing and data entry.
2. **Building Administration:** Provide support to the office manager, including supporting covid protocols, mail delivery, light maintenance, and maintaining storage, supplies and filing space. Support office manager to implement new processes and procedures to create efficiencies.
3. **Project/Office Support:** Provide support to the office manager and project teams with shipping of education materials, computer set-ups, and supply inventory and ordering.
4. **Communication:** Pro-actively and regularly communicates with the appropriate team members regarding the day-to-day operations of the role. This will include problem solving and responding to team member needs and requests. Must be able to maintain confidentiality and communicate with diplomacy and tact.
5. **Other:** Take on a variety of RIA projects and activities, as they arise.

POSITION REQUIREMENTS:

Education: College or University degree in a relevant field or equivalent experience.

Experience and Skills:

- 1-3 years of experience as an account clerk.
- Experience developing processes and using tools to create efficiencies in processes and procedures.
- Experience balancing multiple tasks and competing priorities in an organized and efficient manner.
- Able to identify and communicate problems to the team.
- Able to work as part of a team and independently to achieve goals.
- Self-starter with a proactive attitude who can anticipate needs.
- Experience using Microsoft and Google products and accounting software (e.g., Adagio, Quickbooks, Simply Accounting)
- Fluent in English. Fluency in French an asset but not required.
- Interest and passion for enhancing quality of life and care for older adults and team members working in senior living.
- Eligible to obtain a police background/criminal record check.

SCOPE OF WORK:

- **Interpersonal Skills:** Builds strong relationships. Internally communicates with project team members to ensure the effective implementation of activities; professionally represents the RIA at all times.
- **Level of Responsibility:** Responsible for ensuring integrity of the RIA's reputation within the research-to-practice community and the senior living sector.
- **Decision-Making Authority:** Ability to identify successes and challenges while coordinating activities; engage in problem-solving with team members to optimize success and efficiencies; ability to seek appropriate support and decision-making as needed.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. Office is located in a comfortable indoor area. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA team members and researchers. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy.

HOW TO APPLY:

The RIA is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

RIA invites applications (cover letter and resume) by May 3, 2021. Please submit your application by email to Josie d'Avernas, Executive Director, josie.davernas@uwaterloo.ca.