



Administrative Support and Executive Assistant to COO

IC-IMPACTS - Vancouver, BC

\$40,000 - \$50,000 a year

Location: Vancouver. Job type: Full time, Annual contract

BASIC FUNCTION: The IC-IMPACTS Administrative Support and Executive Assistant to COO is responsible for providing a variety of routine, non-routine, and administrative services to the Chief Operating Officer and to other members of the IC-IMPACTS team as required.

IC-IMPACTS Centres of Excellence (<https://ic-impacts.com/>) is a not-for-profit organization, established by the Federal Government of Canada to serve as a pan-Canadian agency responsible for the delivery of research programs in the areas of sustainable infrastructure, integrated water management, and public health, disease prevention and treatment between Canada and India.

IC-IMPACTS is searching for a talented individual to join our team in Vancouver, BC who will interact and reports on a day-to-day basis with the COO but will also interact with the CEO, internal and external contacts, including engineering and research teams, accounting, shipping and receiving, communications and visitors.

What you are passionate about: **People, Communications and Organization**

- Interactions with public, senior government influencers, and leaders
- Social Media
- India-Canada business and research collaborations

What you will do:

- Research and order office supplies and perform basic cost analysis/price negotiations.
- Assist with HR administration; maintain records of benefits, vacation accruals and absences and term expirations and extensions.
- Manage calendars and organize schedules and appointments for COO and coordinate meetings, from regular short meetings to larger multi-day meetings for IC-IMPACTS staff, Board, Steering Committee, as well as external visitors.
- Organize and book travel arrangements, including international travel and conferences
- Develop and maintain filing and record-keeping systems for contracts, technology disclosures, and other information; recommend and implement improvements to administrative processes
- Assist with the preparation and assembly of material for the IC-IMPACTS Board of Directors and Board Committee meetings. Coordinate travel, meetings and events.
- Reception duties - Liaise with external groups and individuals answering and directing people and phone calls. Provide general support to visitors.
- Assist in coordinating IT needs via an external IT consulting group.
- Perform routine website maintenance and content update.
- Organize special events as requested, such as internal conferences and company functions.
- Other duties and/or special projects, as required.

Supervision Received:

Works independently with general direction from the COO. In all areas, he/she exercises a high degree of judgment and initiative in handling matters of both routine and non-routine natures. Advice or direction



from the COO may at times be sought with respect to clarification on policy, procedure or past precedents.

You will have opportunities to:

- Work with the best and dedicated team
- Contribute and support an organization committed to growing Canada- India collaborative research, training, trade, and cultural relations

Reporting to:

You will be directly reporting to the COO of IC-IMPACTS. You will also work closely with CEO, office team, researchers, community leaders, students, and other stakeholders.

Your Qualifications

- 2-3 years' experience in a similar role.
- Certificate or diploma in marketing or communications or any equivalent combination.
- Computer skills including spreadsheet, database, and word processing.
- Familiarity with social media for business, including working knowledge of Facebook, Twitter, Google+, LinkedIn, Mail Chimp, Hootsuite, and WordPress.
- Experience with writing reports, proposals will be an asset
- Passion to developing breakthrough ideas but also able to listen to ideas.
- Willing to work in a fast-paced environment

Job Type:

- Full-time / Annual contract

To apply for the above position, please email a short CV to:

careers@ic-impacts.com

- Due to a large number of applications, we encourage candidates to initially apply with a one-page CV. If shortlisted, you will be required to send a cover letter, detailed resume, and portfolio.
- All applications will be considered confidential.
- IC-IMPACTS is an equal opportunity organization. Equity and diversity are essential to operational excellence. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.