



# World Health Research

GLOBAL RESEARCH SERVICES

## **Job Description: Research Administrative Assistant - Contracts:**

The World Health Research (WHR) Administrative Assistant supports the Contracts Team and the Operations team (project director, project manager, project coordinator, and administrative assistant), playing a key role in ensuring the smooth functioning of daily administrative activities and clinical trial processes.

1. The ideal candidate is organized, proactive, and thrives in a fast-paced environment.
2. The position requires the ability to work independently as well as collaboratively with cross-functional teams to ensure timely and accurate completion of tasks.

## **Key Responsibilities:**

- Provide administrative support to the Contracts team, including managing agreements by preparing, reviewing, negotiating, and enforcing contracts to ensure legal compliance and protect business interests.
- When capacity permits, provide administrative support to the Operations team, including scheduling meetings, managing calendars, and organizing travel arrangements.
- Assist in the preparation and formatting of documents, presentations, and reports.
- Coordinate and maintain filing systems, both electronic and physical, for essential study and regulatory documents.
- Facilitate communication with internal and external stakeholders, including clinical sites and vendors.
- Track and monitor departmental expenses and assist in processing invoices.
- Manage office supplies and equipment to support operational needs.
- Support data entry tasks and maintain databases related to clinical trials and administrative activities.
- Ensure adherence to company policies, procedures, and timelines for administrative processes.

## **Qualifications and Experience:**

1. High school diploma or equivalent; additional education or certifications in office administration preferred.
2. Minimum of 2 years of experience in administrative or office support roles, ideally in finance, contracts, clinical research, or a healthcare-related field.

3. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with database management systems.
4. Strong organizational and multitasking skills with a keen attention to detail.
5. Excellent written and verbal communication skills.
6. Proficiency in Microsoft Office Suite.
7. Ability to work independently and collaboratively in a team-oriented environment.

**World Health Research:** [www.worldhealthresearch.ca](http://www.worldhealthresearch.ca)

The members of World Health Research improve health through important research, education, and advocacy. A beacon of scientific rigour, the company is dedicated to supporting and championing transformative discoveries that reshape the medical landscape.

Please send Resume and Cover Letter to [human-resources@worldhealthresearch.ca](mailto:human-resources@worldhealthresearch.ca)