



World Health Research

GLOBAL RESEARCH SERVICES

Job Description: Research Administrative Assistant - Finance:

The World Health Research (WHR) Administrative Assistant supports the Finance 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 Finance team, including recording, categorizing, and maintaining financial transactions by entering them into ledgers and software.
- 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

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