



Job title:	Operations Assistant
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Salary & Benefits Package:	Salary will be in accord with experience; plus competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Appointment Type:	This is a core, ongoing, regular-status Providence Health Care (PHC) position (union-excluded). However, all research-funded positions are dependent on grant funding continuing to be available.
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume and cover letter to hr@cheos.ubc.ca . Applications that don't include both will not be reviewed.

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds 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 a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

We welcome applications from candidates legally entitled to work in Canada.

Who We Are

Bridging the gap between data, research, and care, [CHÉOS](#) is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level.

The [CTN](#) is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.

From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS and the CTN seek to improve health outcomes for all.

Our Commitments to You

At CHÉOS, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks of paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support health, wellness, and work-life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan with employer-matched contributions

The Role

The Operations Assistant provides operational support to CHÉOS/CTN including administrative, facilities, events, communications, and special projects assistance. Reporting to the Senior Operations Manager, this position facilitates a variety of administrative functions in a fast-paced environment and is fundamental to the organization's workflow. Some of the work performed includes:

- Coordinating all aspects of facilities related requests
- Working closely with the HR team to support staff with administrative matters when on/offboarding
- Initiating, facilitating, and sustaining office organization and storage
- Formatting documents and maintaining internal lists
- Refining and maintaining employee and administrative policies and procedures manuals
- Planning and organizing internal events
- Delivering special projects assistance to the operations team

Skills and Qualifications

You have strong organizational skills; superior attention to detail; clarity in your communications; excellent critical thinking; an aptitude to grasp new concepts quickly; initiative and advance planning talent; a capacity to work well under pressure; an ability to prioritize competing demands; advanced computer skills; and a commitment to equity, diversity, and inclusion practices in the workplace.

- Undergraduate degree
- Minimum of two years relevant work experience
- Previous experience with health care research or administration in a research area in an academic or hospital setting is an asset

Covid-19 Vaccine Mandate

This position is located within a healthcare facility. Therefore, this position requires successful verification of full vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.