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[www.pacificclimate.org/](http://www.pacificclimate.org/)

## Job Posting: Administrative Assistant Closing Date: 20 July 2011

*PCIC is seeking to hire an Administrative Assistant.*

### **Pacific Climate Impacts Consortium (PCIC)**

The Pacific Climate Impacts Consortium (PCIC) was created to assess climate impacts in Pacific North America. The goals of the Consortium are to foster collaborative research, to strengthen the capacity to address regional climate change and variability, and to provide the scientific basis for development of policy. PCIC links scientific research and applications, researchers and users/stakeholders, and geophysical sciences and climate centres in Pacific North America. The Consortium supports the development of adaptation options and long-term planning to reduce vulnerability to climate variability, climate change, and extreme weather events. <http://www.PacificClimate.org>

### **Challenge and Nature of Work**

The *Administrative Assistant* works closely with the Director, the Lead for Planning & Operations and the Webmaster/Editor to facilitate a multi-disciplinary team of scientists to carry out an applied scientific program focused on providing regional climate services to stakeholders. The position is central to the functioning of PCIC through providing administrative and travel support to the PCIC staff, consolidating and maintaining financial records and staff records, and providing general administrative support.

Working under the supervision of the Lead, Planning & Operations, and supporting the Director, the incumbent supports all aspects of administrative functions of the office and helps to achieve a successful and thriving organization.

### **Accountabilities**

#### Travel Assistance/Director

- Arranges travel for Director in compliance with organization guidelines, budget restrictions and personal preferences
- Compiles documents for meetings/travel as needed by Director
- Maintains calendar including scheduling appointments, meetings and travel

#### Office/Reception:

- Acts as a central courier, receiver and sender
- Answers the main PCIC telephone and redirects calls as needed
- Orders supplies, monitors inventory and ensures supply areas are tidy and well organized
- Works with UVic facilities and staff to plan, order and organize office equipment, furniture, and phones. Maintains inventory of furniture, computer equipment and software
- Organizes logistics within the university system for new employees including netlink, benefits and direct deposit as well as within the office environment: mail, phone, office space and supplies.
- Tracks staff leave time

Purchasing/Accounting:

- Prepares administrative forms for signature and processing
- Prepares travel expenses reports, cheque requisitions, purchasing agreements etc.
- Maintains spreadsheet to track travel costs, payments and reimbursements
- Reconciles FAST account with hard/digital copies, maintains financial documentation files

Meetings/ Events

- Works with management to schedule, coordinate and support meetings including those of the Board of Directors and Advisory Committee
- Maintains and updates PCIC SharePoint Site
- Organizes logistics for Pacific Climate Seminar Series

**Knowledge, Skills & Abilities**

**Knowledge**

- Post secondary education
- Familiarity with the UVic systems and procedures
- Familiarity with accounting principles
- Experience working in a technical office environment

**Skills**

- Strong clerical and organization skills
- Experience with MS office, PowerPoint, SharePoint
- Excellent verbal communications skills
- Strong analytical and problem solving skills

**Abilities**

- Demonstrated initiative
- Ability to work both independently and part of a multidisciplinary team
- Flexibility in accepting variable and diverse job assignments
- Ability to learn quickly and adapt to new circumstances

**Employment period**

Continuing position, preferably starting September 1, 2011 or earlier

**Weekly working hours**

Full time (35 hours per week)

**Pay rate**

Commensurate with education and experience

**Application:** Please email your cover letter and resume, including three professional references to [jgallach@uvic.ca](mailto:jgallach@uvic.ca) . Correspondence should be addressed to Cassbreea Dewis.