

## Office Coordinator

*TRIO (Translational Research in Oncology) is a not-for-profit clinical research organization that is dedicated to advancing translational cancer research by pursuing forward innovative and targeted therapeutic concepts in the clinical trial setting. We are committed to providing treatments of the future to the world of today.*

TRIO is looking for an Office Coordinator to join our administration team in our Edmonton Office. We are looking for someone who is experienced in shipping to various countries and is open to handling varied tasks within the office.

TRIO's head office is in Edmonton, Alberta, Canada. Our organization has operations all throughout Canada, the USA, France and Uruguay. The main objective of the Administration team is to process the day to day requirements and support the teams who manage the clinical trials.

### Responsibilities:

- Liaise with key departments regarding shipping needs to various investigator sites.
- Work with vendors to obtain study materials within agreed timelines, as necessary
- Coordinate relevant vendor relations to achieve cost effectiveness
- Manage all ingoing and outgoing mail/courier within the specified timelines and budget
- Maintain up-to-date inventory and tracking of all supplies including study materials
  - Alert appropriate teams when critical inventory levels are reached
- Order office supplies (including employee business cards)
- Check the company mail box daily and distribute mail among employee mailboxes
- Back up for reception

### Qualifications:

- Minimum education: related certificate or diploma
- 2 years office / customer service experience is required.
- Excellent organizational and communication skills
- High attention to detail
- Customer service-oriented
- Intermediate proficiency in MS office, specifically Word and Excel
- Fluent in English, fluency in French would be considered an asset.

### What we can offer you:

- Competitive salary
- 3 weeks of vacation
- 5% RRSP match



- Life, disability, health, & dental premiums paid by TRIO
- Flexible working hours
- Monthly transportation allowance

If this sounds like the opportunity you have been seeking please forward a cover letter with your resume, by email to: [human.resources@trioncology.org](mailto:human.resources@trioncology.org) by **March 8, 2019**.

**Please include your salary expectations in your cover letter.** Please quote requisition number **19-04, Office Coordinator** in the subject line when applying.

*We thank all candidates for their interest; only those selected for an interview will be contacted.*