



A Division of Valerie Willetts & Associates Inc.

REVISED POSTING  
Administrative Services  
Coordinator

Posted 16<sup>th</sup> June 2008

Description

**ASKA Research** is seeking an **Administrative Services Coordinator**. Reporting to the Vice President, Finance & Operations, the candidate will be responsible for general administrative services for ASKA Research's main office and carrying out routine financial management tasks. In addition, the Coordinator will provide administrative support for ASKA Research's education services and marketing initiatives. The successful candidate will be primarily responsible for the following:

Administrative Services

- Provide general administrative support for ASKA Research;
- Manage calendar and itinerary for the ASKA executive team;
- Manage office, marketing and education vendors and supplies;
- Develop and maintain client database(s) and manage distribution and contact e-mail lists;
- Compile and distribute newsletters, e-bulletins or publicity notices about ASKA Research's services and maintain electronic and hard-copy business client files;
- General office electronic and hard copy file management;
- Provide telephone and office coverage and other duties as required.

Financial Management

- Assist in financial tracking and maintain accounting files;
- Process accounts payable, accounts receivable and reconciliations;
- Process employee expenses;
- Other finance duties as required

Administrative Education/Marketing Support

- Assist in planning budgets, timelines and venues (including contracts, venue preparation and catering) for events and education/training sessions arranged or presented by ASKA Research;
- Coordinate participants (including follow-up on client leads) and presenters for education and publicity events;
- Compile, collate and distribute training manuals, handouts and other education materials;
- Maintain master files (including a Library) of training materials, handouts and references;
- Perform marketing research and gather and disseminate information;
- Assist in production of marketing and publicity materials including the company website;
- Create PowerPoint marketing or education presentations as required;
- Develop, track, maintain and report on education/marketing and other business related metrics.

**To be successful in this position you will need the following:**

- Advanced computer skills including proficiency in PowerPoint with emphasis on Animation capabilities and advanced level MS Word, Excel and Visio;
- Operational knowledge in production and distribution of professional e-bulletins and group mail distribution;
- Ability to understand and manage the advantages of standardized templates and systems;
- Excellent written, including computer, and oral communication skills;
- Detail-oriented and conscious of quality in all aspects of job performance;
- Ability to multitask, prioritize and meet challenges with creative and proactive goal oriented approach;
- Collegial, collaborative and professional working style;
  
- Minimum of 5+ years work experience in an **Administrative position** in a professional environment, or equivalent experience within a business, required;



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- Familiarity with basic **Finance** systems and management is highly desirable;
- Experience in working in marketing or education/training is an advantage;
- Customer service/client interaction experience preferred;
- Familiarity with clinical terminology and with working in a clinical or medical-related environment would be useful.

**Applications:**

Please apply in writing, preferably by e-mail, enclosing a recent copy of your CV, to

**ASKA Research**  
**A Division of Valerie Willetts & Associates**  
#410-1385 West 8th Avenue  
Vancouver, BC  
Canada, V6H 3V9  
T: 604-736-3166  
F: 604-736-1936  
Email: [hr@askaresearch.com](mailto:hr@askaresearch.com)  
Website: [www.askaresearch.com](http://www.askaresearch.com)