



Compute Canada, in partnership with regional organizations ACENET, Calcul Québec, Compute Ontario and WestGrid, leads the acceleration of research and innovation by deploying state-of-the-art advanced research computing (ARC) systems, storage and software solutions. Together we provide essential ARC services and infrastructure for Canadian researchers and their collaborators in all academic and industrial sectors. Our world-class team of more than 200 experts employed by 37 partner universities and research institutions across the country provide direct support to research teams.

TRANSITION ASSISTANT

FULL TIME - CONTRACT TO MARCH 2022

Compute Canada is seeking a **Transition Assistant** to join the project team in an important organizational transition. As the Transition Assistant, you will be responsible for providing general administrative support including scheduling virtual national meetings, maintaining records, database management and supporting other areas as required.

In this key role, you will work closely with team members to support various activities related to the organizational transition and Advanced Research Computing (ARC) cyberinfrastructure. Your coordination and organization skills coupled with your excellent written communication skills will be instrumental to the team to write reports, correspondence, minutes and other communication. You will be proficient in computer technical skills allowing you to work in a remote environment using Google Suite, SmartSheet and Slack.

QUALIFICATIONS:

- 2+ years of previous administrative experience or related experience in a similar environment.
- Strong technical skills with a proficiency in word processing and spreadsheet software, preference for experience in Google Suite, Shartsheet and Slack.
- Knowledge of software databases, and familiarity with DesignEdge.
- Excellent communication and interpersonal skills, with demonstrated ability to deal with sensitive or confidential matters with discretion.
- Strong organization skills and attention to detail.
- Ability to work independently as well as collaboratively and ability to prioritize and manage various different tasks.
- Ability to effectively work from a home office environment with ability to travel in the future as required.

For further information on Compute Canada, please visit: www.computecanada.ca

HOW TO APPLY:

If you are a qualified candidate interested in this opportunity, please send your application to computecanada-ta@hrassociates.ca by March 29th, 2021.

Questions about the position or the recruitment process can be directed to Luciana Da Silva of HR Associates at 416-237-1500, ext. 266, or Luciana.DaSilva@hrassociates.ca.

Resumes will be reviewed on a rolling basis. We thank all applicants for their interest, however, only those selected for further consideration will be contacted. Accommodation, if required, will be provided throughout the hiring process.

