

# National Institute of Disability Management and Research

## Job Description

**Position:** Administrative Assistant

**Location:** Port Alberni

**Reporting to:** Assistant Executive Director

### MISSION STATEMENT OF NIDMAR

The National Institute of Disability Management and Research (NIDMAR) is committed to reducing the human, social and economic costs of disability to workers, employers, and society by providing education, research, policy development and implementation resources to promote workplace-based reintegration programs.

### Responsibilities of the Position

- Provide administrative support to the Coordinator of Membership Services and other staff members as required.
- Entering, updating and maintaining membership contact information in online database.
- Entering data into appropriate forms for annual renewal of memberships.
- Assisting with preparation of examination materials.
- Archiving old, lapsed or withdrawn files.
- Typing, filing, photocopying, scanning, etc.
- Mailing correspondence and assisting with periodic large mail-outs.
- Work with databases; mail merges.
- Other administrative duties as assigned.

### Skills Required

- Excellent communication (written and verbal) and liaising skills with senior levels of business, labour, and government.
- Advanced knowledge and experience using computers and appropriate software including Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat.
- Ability to work independently and in a team environment.
- Innovative organizational and multi-tasking abilities.
- Possess problem-solving and decision making skills.
- Ability to prioritize tasks.
- Attention to detail as well as managing the volume and variety of work.
- Discretion, diplomacy and confidentiality.

### Other

- Diploma in administration or business.
- Minimum of 3 years previous demonstrated experience in similar position.
- Potential for growth.
- Salary commensurate with experience.
- Part-time permanent position at 20 hours/week to start with potential to become full time.

### Closing Date for Applications

November 30, 2021

### Email applications to:

National Institute of Disability Management and Research  
Email: [nidmar@nidmar.ca](mailto:nidmar@nidmar.ca)