

## Senior Administrative Coordinator

Astellas Pharma Canada is currently searching for a Senior Administrative Coordinator reporting to the Director, Oncology Business Unit. This position is located at the office of Astellas Pharma Canada, Inc. in Markham, Ontario.

### Description:

The Senior Administrative Coordinator is responsible for administrative support to Commercial Directors and their departments as assigned. Assists with, creates, acquires and provides information/reports for Director as required. Acts as a liaison between internal and external parties to prepare for and coordinate Director's activities. Responsibilities include the Grant Review Process; Material Review Process; budget tracking and reporting; calendar management; document and presentation production/editing; travel logistics; effective internal and external meeting planning and management; local conference management; expense report management; tracking and maintaining files and documentation; while adhering to Innovative Medicines Canada Code of Ethical Practices and Astellas policies and procedures.

### Essential Job Duties:

- Provides high level administrative support to Directors and Managers as assigned including preparation/formatting of PowerPoint presentations, reports, setting up and proactively managing meetings, travel logistics, ordering materials, obtaining publications, preparing correspondence, calendar management, etc.
- Responsible for vendor management process (myContract and myBuy) including legal agreements, purchase orders and associated budget tracking for departmental and marketing budgets. Liaise with finance to ensure invoices, purchase orders, accruals, documentation and budgets are appropriately submitted and monitored to ensure accuracy.
- Coordinates and prepares appropriate documentation for Commercial Grants and Sponsorships working closely with the Commercial team and Commercial Compliance Associate to ensure timely review and approval.
- Coordinates the submission, tracking and documentation of marketing, sales and PAGR materials through internal Materials Approval Process.
- Assists with and/or prepares presentations, slides, documents, reports and spreadsheets as assigned.
- Organizes and effectively coordinates meetings, creates agendas and minutes, and circulates documents in a timely manner. Supports department with external conference/meeting management, as required.
- Frequent inter-departmental interaction on matters requiring coordination between functional units.

- Prepares written communications on behalf of the teams as required.
- Proactively identifies and takes initiative to coordinate and support individual and departmental projects.
- Plans, prioritizes and organizes daily workload requirements in order to meet specific deadlines and objectives.
- As the departmental Records Coordinator, assists in the achievement of corporate records and information management objectives by actively promoting information management activities at the departmental level. Assists with SharePoint site management for commercial teams.
- Assists on special projects within area, trains others in specific tasks, and performs other duties as required

#### **Required Qualifications**

- Post-Secondary Diploma/Degree with 3 years administrative experience or a minimum of 10+ years' experience working as a Senior Administrative Assistant/Executive Assistant
- Excellent written and verbal communication skills
- Demonstrated ability to work independently and in a team environment while demonstrating high ethical standards, professionalism and enthusiasm.
- Excellent organization, prioritization, time management and project management skills with ability to multi-task to meet deadlines
- Advanced computer skills and excellent proficiency in Microsoft Office (Word, Excel PowerPoint, Outlook) as well as navigating and utilizing the internet

#### **Preferred Qualifications**

- Pharma and/or Marketing administrative experience
- Advanced PowerPoint skills
- Bilingual (French/English)
- Working knowledge of Innovative Medicines Canada Code

If your skills and experience match our needs, please email your resume to:  
[employment@astellas.com](mailto:employment@astellas.com).

Astellas Pharma Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.

*No telephone inquiries, in-person applications, or agencies please. While we appreciate all applications, only candidates under consideration will be contacted.*