

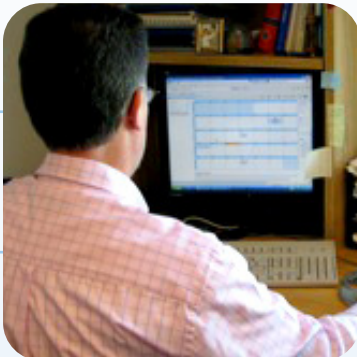
EMPLOYMENT OPPORTUNITY

Launched by the Terry Fox Foundation in 2007 as a Canada-wide organization for cancer research, the Terry Fox Research Institute's mission seeks to advance our understanding, diagnosis and treatment of cancer with the goal of improving significantly the outcomes of cancer research for the patient. The Terry Fox Research Institute supports research through a highly collaborative, team-oriented, milestone-based approach that will enable discoveries to translate quickly into practical solutions. The Institute is seeking a full-time

Administrative Assistant

to join its headquarters team in Vancouver. Reporting to the President, the Administrative Assistant will provide support to the TFRI headquarters staff. The work will be varied and cover a wide range of office duties, such as reception, travel arrangements, scheduling and co-ordinating meetings and special events, maintaining corporate databases, attending meetings and taking minutes.

The ideal candidate will have five years' experience in an administrative role, an excellent telephone manner and an ability to connect with people, as well as tact and discretion to succeed in a complex not-for-profit environment. With excellent organizational skills and close attention to detail, you will be able to prioritize workload in order to meet changing deadlines. You should have strong computer skills including experience using word processing, spreadsheet, web-based and database applications.



For more information, please visit www.tfri.ca and apply to hr@tfri.ca by **September 30th, 2011**



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