

Administrative Assistant, Research Operations | Toronto

CHS Hearing Research International (HRI) has an opening for an Administrative Assistant, Research Operations. Reporting to the Director, Research Operations, the Administrative Assistant is responsible for providing administrative and operational support related to Hearing Research International's (HRI) research funding programs, including grants, fellowships, and scholarships. This position supports the full funding lifecycle, including application intake and submission, review panel coordination, award administration, financial processing, reporting, and award closeout activities.

This is a permanent, full-time position working Monday – Friday, 9:00 a.m. – 5:00 p.m. This is a hybrid role working primarily from home unless otherwise directed.

This posting is for a replacement position.

This position is based in Toronto, Ontario.

The Administrative Assistant will coordinate communications with applicants, recipients, reviewers, committees, advisory councils, and organizational partners while ensuring accurate documentation, compliance with funding requirements, and effective stewardship of awarded funds. The incumbent prepares funding agreements, offer letters, amendments, and related documentation; monitors funded awards; supports financial reconciliation; and ensures reporting obligations are met.

This position serves as the primary administrator and super user of the grant management software system, providing technical support and training to internal and external users, maintaining system data integrity, generating reports, and supporting system enhancements and process improvements. The incumbent will also maintain databases, prepare reports and presentations for the HRI Board and committees, coordinate meetings and events, and support continuous improvement initiatives related to funding administration processes.

The ideal candidate will have a post-secondary degree/diploma in business or office administration combined with 3-5 years of senior administrative support experience, preferably within a research, academic, healthcare, or not-for-profit environment. You have demonstrated experience supporting complex administrative processes, preparing professional documentation, managing confidential information, and coordinating activities with multiple stakeholders.

As well, you have expert knowledge and proficiency in all Microsoft Office applications and SurveyMonkey, and are comfortable designing and implementing systems to collect, maintain, and analyze data. Experience with grant/award management software is an asset.

Hearing Research International (HRI) is dedicated to accelerating innovative research that improves the quality of life for Deaf and hard of hearing individuals. Through the administration of research grants, fellowships, scholarships, and partnerships, HRI supports initiatives that advance knowledge, accessibility, and improved outcomes for the Deaf and hard of hearing community.

HRI is an international research foundation powered by Canadian Hearing Services (CHS), an industry-leading provider of services and products that enable Deaf and hard of hearing Canadians to overcome barriers. In 2021, CHS achieved Accreditation with Exemplary Standing from Accreditation Canada making it the first national organization serving Deaf and hard of hearing Canadians to earn this distinction.

CHS Hearing Research International requires you to be legally eligible for employment in Canada (Proof of legal ability to work in Canada will be required if a contingent offer of employment is made.)

CLOSING DATE: Until Filled

COVID-19 considerations:

Vaccines (COVID and others) are a requirement of the job unless you have an exemption on a medical ground pursuant to the Ontario Human Rights Code.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Hearing Research International will provide accommodation, accessible formats and communication supports for the interview upon request.

HEARING RESEARCH INTERNATIONAL IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS AN AFFIRMATIVE ACTION HIRING PROCESS FOR DEAF AND HARD OF HEARING APPLICANTS.