

Assistant Project Coordinator (NOC 1221)

(Part-time leading to full-time)

Posting Date: May 13, 2022

Kai Analytics is a highly rated market research and data science consultancy founded in 2017 in Vancouver, BC. We specialize in the analysis of qualitative data through Natural Language Processing techniques, ensuring that human narratives are included in innovative and data-driven decision making. Our team works on end-to-end survey projects on both national and international scales. We recently launched our own SaaS, Unigrams, a qualitative analytics tool designed to help researchers and analysts quickly understand the demands of customers, the concerns of staff and the culture of their organization.

The complexity of our projects is steadily growing, and we are currently accepting applications for the following position:

### **Assistant Project Coordinator**

Reporting to the founder and CEO, your key responsibilities include:

- Participating in hands-on project and administrative tasks.
- Working alongside team members to ensure the team's projects are completed on time and within budget.
- Developing, maintaining, and supporting project documentation and use Office 365, Teams and Jira to track and monitor new and ongoing task or projects.
- Conducting desk research, answering general inquiries and routing messages to the relevant team member.
- Providing administrative support with drafting proposals and contracts.
- Attending meetings, taking notes, identify project barriers

### **Screening Criteria**

Applicants must demonstrate within the content of their application that they meet the following screening criteria in order to be given further consideration as candidates:

#### **Education:**

Successful completion of Secondary School according to provincial standards.

Post-secondary education in administration may be considered an asset.

#### **Experience:**

- Experience in the use of various tools and systems to track, monitor, and support new and ongoing tasks or projects (Jira, Asana, Trello, etc.).
- Experience in using Microsoft Office 365 tools such as Excel, Word, PowerPoint and Outlook.
- Experience in using Google Workspace tools such as Gmail, Drive, Sheets, etc.
- Experience in managing and tracking project budgets and timelines.
- Some experience with light graphic work may be considered an asset (e.g. Illustrator, Affinity, Figma, etc.)

**Assessment Criteria:**

Candidates will be assessed on the basis of the following criteria:

**Technical Competencies**

- Ability to coordinate and monitor multiple tasks/activities and ensure the team stays on track with project and deliverables.
- Ability to conduct desk research and synthesize materials across sources (e.g. websites, academic journals, team notes, etc.).
- Ability to develop and implement new and existing processes, methods, or practices for continued improvement.
- Ability to set and manage competing priorities and complete tasks within tight timelines.
- Excellent written and oral communication skills.

**Written Exercise**

Candidates successful in the screening process will be invited to complete a short written exercise which should take no more than one hour to complete. Candidates invited for the written exercise will receive a \$50 Amazon Gift card regardless of hiring outcome.

**Location (Flexible, remote within Canada):**

This role will allow you to work remotely from anywhere in Canada. You will be successful if you are organized and self-motivated. We keep office hours throughout the day, so we can accommodate your class or family schedules. Should you be located in Vancouver, you are welcome to drop in to use shared-office space.

**Benefits:**

Upon the successful completion of a 3-month probation period, all employees will be eligible for extended health care benefits including, life insurance, dental care, vision care and paramedical care (e.g. Acupuncturist, chiropractor, massage therapist, naturopath, osteopath, physiotherapist, etc.).

We provide credits to home office supplies, professional development (courses, workshops, etc.), and occasional guest speakers. Occasional silly team-building video game activities may be required!

**To Apply**

Please submit a resume and cover letter to [hr@kaianalytics.com](mailto:hr@kaianalytics.com). This position is open to Canadian citizens, permanent residents or a protected people as defined by the Immigration and Refugee Protection Act.

*Funding for this position may be contingent upon pre-approval for grant funding from one or more provincial/federal funding partners; as such, you may be asked questions to assess eligibility for these programmes during the hiring process and be subject to pre-approval.*