



Administrative Assistant, Occupational Health & Safety
Services - 1 position

Posting #: 52121

Occupational Health & Safety Services

Posting Date: November 30, 2023

St. Joseph's Hospital - London, ON

Submission Deadline: December 06, 2023

Full Time

Wade Baillie, Human Resources

Non-Union

This is an exciting and challenging opportunity for an Administrative Assistant for the Occupational Health, Infection Safety and Employee Wellbeing portfolio. The Administrative Assistant will have the opportunity to impact the health, safety and wellbeing of staff, physicians, volunteers, residents/patients and families across the organization. The Administrative Assistant will primarily support the Director and Coordinators of the portfolio, including the efficient and effective use of a number of electronic systems and software to be able to generate and provide correspondence and presentations, store/manage and manipulate data, generate reports using information stored in different places/programs, organize and manage information and resources to support the delivery of services. This role will also provide administrative support for committees and workgroups and structures for which the Director has accountability.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Completion of Ontario Secondary School Diploma or equivalent as recognized by the Province of Ontario
- College diploma in Administrative Studies (2-3 year program)
- Two to five years related experience in an Administrative Assistant role
- Ability to demonstrate advanced level skills in Microsoft Suite (Word, PowerPoint, Excel, Teams, Sharepoint)
- Self-starter, demonstrating initiative, anticipating needs and willing to tackle additional tasks to support Director and the department
- Ability to accept and adapt to changing priorities, procedures, methods and continuous improvement strategies
- Strong interpersonal skills with the ability to exercise judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature; a good sense of humour
- Highly developed communication and organizational skills
- Demonstrated ability to coach others related to computer applications and document preparation
- Strong customer focus with excellent interpersonal and problem-solving skills
- Demonstrated ability to work in a multi task, busy environment
- Demonstrated ability to be detail oriented and maintain a high level of accuracy

Preferred Qualifications

- Proficiency in French would be an asset

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*