



Team Assistant, Professional Practice - 1 position	Posting #: 53160
Professional Practice	Posting Date: May 10, 2024
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: May 16, 2024
Full Time	Bradley Dudley, Human Resources
Non-Union	

A challenging position exists for a highly motivated, self-directed and innovative professional to provide support to the Professional Practice team.

You will be an energetic individual who wants to learn and welcomes challenges. You must be well organized and can multi-task within a very dynamic environment. You are a team player committed to meeting the needs inherent to our work. You must have a minimum of 3 years' previous experience in an administrative role supporting a team. Your superior communication skills, Microsoft office capabilities, interpersonal and problem-solving skills will augment your ambitious desire to make a difference and support professional practice at St. Joseph's Health Care London.

Essential Qualifications

- Secondary (High) School Diploma, or recognized equivalent
- Successful completion of an Office Administrative Diploma program
- Minimum 3 years' experience in an administrative role supporting a team
- Demonstrated computer skills Microsoft Office Suite, including an advanced level of knowledge in Excel
- Demonstrated experience maintaining calendars, arranging meetings, travel, and conferences
- Excellent interpersonal and communication skills to ensure that information is provided accurately and professionally in person, writing and by phone
- Ability to work quickly and accurately in a busy environment
- Demonstrated ability to problem solve effectively
- Excellent communication skills, both written and verbal as well as excellent grammar, spelling, proofreading and composition skills
- Experience maintaining electronic calendars (Outlook) for a team of at least 5-7 team members; managing appointments and meeting preparation; arranging registration for courses/conferences.
- Excellent organization and time management skills to effectively provide support to all team members
- Ability to work independently as well as on a team
- Detail oriented and an ability to prioritize multiple demands

Preferred Qualifications

- Experience in a health care environment
- Demonstrated flexibility, adaptability and ability to manage change in a dynamic environment

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 may be expected to engage in roles related to teaching and research activities in addition to any of your duties.

Immunization Requirements

- Provide documentation you have received two doses of the COVID-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to COVID management in the workplace.
- 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.*