



Administrative Assistant, Specialized Geriatric Services/Regional Geriatric Program of Southwestern Ontario - 1 position	Posting #: 53616
Specialized Geriatric Services/Regional Geriatric Program of Southwestern Ontario	Posting Date: August 06, 2024
Parkwood Institute Main - London, ON	Submission Deadline: August 12, 2024
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$30.82 - \$36.26 /hour

This position will report to the Director, Research & Strategy, Regional Geriatric Program of Southwestern Ontario (RGP SWO). This position is responsible for accurate and efficient administrative processes in support of the Director and associated team members. This role is responsible for incorporating efficient and effective use of electronic systems and software to gather information, generate correspondence, manage data and create presentations on behalf of the Director. The position will also provide support (e.g. minute taking, scheduling, etc.) to various projects and committees; and may communicate with regional and provincial partners.

Essential Qualifications

- Office Administration/Medical/Business Diploma
- 3 years of experience in a busy office environment, supporting a physician or a hospital administrative leader
- Demonstrated intermediate level skill with Microsoft Office Suite, Office 365, Outlook, as well as knowledge of SAS/databases and 50 words per minute typing (wpm)
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated ability to work in a multi-task, dynamic environment
- Excellent communication skills, both verbal and written, including excellent grammar, spelling, proofreading and composition skills
- Strong attention to detail and accuracy
- Strong problem-solving skills
- Strong customer service orientation and interpersonal skills with the ability to exercise considerable judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Ability to investigate and resolve problems, dealing with multiple levels of internal staff and external stakeholders in a professional manner
- Self-starter, demonstrating initiative, anticipating needs and willing to tackle additional tasks to support Director/department

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience working in research, or with physicians, residents, medical secretaries
- Training in lean methodology

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.*