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| Administrative Assistant, Quality, Innovation and Transformation - 1 position | Posting #: 54148                       |
| Quality, Innovation and Transformation  | Posting Date: November 27, 2024        |
| Parkwood Institute Mental Health Care - London, ON                            | Submission Deadline: December 03, 2024 |
| Temporary Full Time   | Wade Baillie, Human Resources          |
| Non-Union   | Salary Range: \$30.82 - \$36.26 /hour  |

This is a temporary full-time position that is expected to extend until February 16, 2026, subject to the availability of work

The Administrative Assistant will report to and provide clerical and administrative support to the Director, Quality, Transformation and Innovation. The Administrative Assistant will also provide support to the Director of Capital Master Planning and Redevelopment and Director of Strategic Organizational Leadership Development. Primary responsibilities will include coordination of the Director's schedules, coordination of internal and external meetings, development of agendas, minute taking, payroll management, document management, presentation preparation and room bookings, and managing and scheduling grievance files. The Administrative Assistant will also be responsible for liaising and coordinating with both internal staff and external consultants to assist with coordination of on-going projects/activities as assigned.

#### Essential Qualifications

- Graduate of a two-year post-secondary diploma program in office administration
- Minimum two (2) years recent administrative experience
- Demonstrated computer skills specifically in the utilization of Microsoft Office Suite including: 60 words per minute typing (wpm), Advanced Excel and Word skills, Intermediate Power Point Skills, Intermediate Microsoft Teams Skills
- Superior customer service skills
- Impeccable attention to detail
- Demonstrated ability to prioritize tasks and utilize time efficiently
- Highly motivated, creative thinker with good problem-solving skills
- Good communication and interpersonal skills
- Ability to work effectively in a team and meet multiple demands
- Willingness to learn; welcomes new ideas and challenges
- Exercises considerable judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the Occupational Health & Safety Act (OHSA)

#### Preferred Qualifications

- Previous experience in an Administrative Assistant role in a health care setting

#### 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, XBB or KP.2) OR one dose of KP.2 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.*