



Administrative Assistant, Pain Management - 1 position	Posting #: 54219
Pain Management	Posting Date: December 13, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: December 19, 2024
Temporary Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$30.82 - \$36.26 /hour

Temporary employment anticipated to extend until March 31, 2026, subject to the availability of work.

A challenging opportunity exists for a self-directed and innovative professional to provide support to the Medical Director and operation Leader of the Chronic Pain Clinic. Your responsibilities will include the daily management of the office, maintaining and organizing physician schedules, correspondence to and from the physicians/team members, organizing educational events, data entry, tracking and reporting, managing the business accounts including all record maintenance, medicolegal and insurance correspondence/billing, answering phone inquiries, scheduling appointments and handling patient calls. In addition, the incumbent will prepare manuscripts and grant proposals, maintain the website, take minutes for meetings and assist with presentations.

Essential Qualifications

- Office Administration Diploma (2-year program)
- Two years of experience in the last four years as an administrative assistant
- 60 words per minute typing (wpm), Advanced Word skills, Intermediate PowerPoint & Excel Skills
- Demonstrated understanding of the principles of confidentiality
- Proactive, positive and professional attitude
- Strong computer, project management and internet research skills, with ability to train/assist others within the department
- Champion administrative technological advances (e.g., Microsoft office suite, Outlook, etc.)
- Organizational, communication and business writing skills
- Willingness to learn; welcomes new ideas and challenges
- Highly motivated, creative thinker with good problem-solving skills
- Demonstrated ability to prioritize tasks and utilize time efficiently
- Good communication and interpersonal skills
- Ability to work effectively in a team and meet multiple demands
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the Occupational Health & Safety Act (OHSA)

Preferred Qualifications

- Proficiency in French is considered 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, 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.*