



Administrative Assistant, Medical Affairs - 1 position	Posting #: 54410
Medical Affairs	Posting Date: February 04, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: February 10, 2025
Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

An excellent opportunity exists for a dynamic and collaborative individual to join the Medical Affairs team as an administrative assistant. This challenging opportunity is a good fit for a highly motivated, self-directed and innovative administrative professional. The Administrative Assistant is accountable for providing great customer service and maintaining efficient processes while providing onsite reception, responding to general phone and email inquiries. This role will also provide administrative support for the day-to-day operational needs of the Medical Affairs team and be responsible for various office duties such as but not limited to file management, running various reports, and ordering and management of supplies. The administrative assistant will perform tasks to cover and support the MAC Governance Executive Assistant during the Exec Assistant's absences. The Team Assistant needs to be a strong team-player, flexible and creative, have good communication skills and a curiosity to learn.

Essential Qualifications

- Diploma from a recognized post-secondary program in office administration or equivalent experience
- Previous experience in an administrative role in a medical office setting or previous experience working in a health care services environment
- Advanced experience with Microsoft Office Suite Applications and strong familiarity with M365, data entry and database management, payroll systems, website management and internet research capabilities
- Ability to work independently and as part of a team to build effective relationships
- Excellent interpersonal, oral, and written communication skills with an extremely high level of tact and diplomacy
- Good problem-solving skills as well as strong attention to detail and accuracy of documentation
- Demonstrated ability to always maintain and observe an appropriate level of confidentiality
- Strong time management skills and demonstrated ability to handle competing priorities and maintain organization of workflows to ensure deadlines achieved
- Excellent customer service and customer relationship skills
- Demonstrated experience planning or coordinating events, as well as organizing large groups
- Ability to travel and work flexible hours as needed

Preferred Qualifications

- Experience with human resources information systems and applicant flow tracking
- Experience with governance and parliamentary rules of order
- Proficiency in a second language would be an asset
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the Occupational Health & Safety Act (OHSA)
- Well-developed negotiation and conflict resolution skills

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 vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza..
- 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.*