



Administrative Assistant, Human Resources - 1 position	Posting #: 54560
Human Resources	Posting Date: March 07, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: March 13, 2025
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$30.82 - \$36.26 /hour

The Human Resources Administrative Assistant will provide clerical and administrative support to the Director, Total Compensation and the broader Human Resources team. Primary responsibilities will include coordination of the Director's schedule, organization of various meetings and agendas and meeting bookings, database maintenance and the completion of surveys and data requests. The Administrative Assistant will be the first point of contact for all incoming correspondence for the Director and will assist with coordination of ongoing projects/activities as assigned.

The successful candidate will support the Director and team through the use of electronic systems to draft correspondence, analyze data to create reports on metrics, run standardized reports from Human Resource Information Systems, and manipulate data spreadsheets for analysis. The successful candidate will also be responsible for responding to requests for information from leaders and employees, preparation of packages and materials, opening files and will provide coverage for Human Resources colleagues when required.

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), Intermediate Excel and Word skills, Intermediate Power Point Skills
- Knowledge of HRIS databases (ie. Peoplesoft)
- Superior customer service skills
- Impeccable attention to detail
- 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
- 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 OHSA

Preferred Qualifications

- Previous experience working in a health care 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 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.*