



Administrative Assistant, Mount Hope - 1 position	Posting #: 55673
Mount Hope	Posting Date: September 29, 2025
Mount Hope Centre for Long Term Care - London, ON	Submission Deadline: October 05, 2025
Temporary Full Time	Wade Baillie, Human Resources
Non-Union	Salary Range: \$31.74 - \$37.35 /hour

This is a temporary full-time position that is expected to extend until October 31, 2026, and is subject to the availability of work.

Rooted in a history of care and compassion, Mount Hope Centre for Long Term Care's philosophy is centered on the needs of the individual and on enhancing independence, choice and personal wellness for 375 residents.

The Administrative Assistant provides administrative support of the Director through daily administrative functions including meeting and event support, calendar and email management, budget and financial management support and drafting documents/reports/presentations.

The Administrative Assistant is responsible for providing support to members of the leadership team (including Director, Managers), Staff Educator, and supporting admissions to the home. This role is a first point of contact, assisting residents, families, visitors and staff with their concerns, comments and suggestions and making referrals as appropriate.

The Administrative Assistant is responsible to maintain, order, and source stationary supplies, products, departmental supplies, and equipment as requested by leaders to ensure supplies and equipment are available across the home

#### Essential Qualifications

- Graduate of a two-year post-secondary diploma program in office administration
- Minimum 2 years' experience in an administrative role.
- Excellent customer service skills and organizational skills
- Ability to work independently and function as part of a team
- Time management skills
- Ability to self- start and demonstrates initiative.
- Flexibility and independent problem-solving abilities
- 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, Point Click Care, Cerner, HMMS.
- Excellent organizational, time management, problem solving and prioritization skills
- Knowledge of health care and organizational/office practices, procedures and standards
- Demonstrated ability to work under pressure in a fast-paced environment.
- Demonstrated ability to offer and receive constructive feedback with fellow team members.
- Demonstrated self-awareness and an understanding of personal strengths and weaknesses in pursuit of continuous improvement
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- A police record check completed within the last six (6) months from a Canadian Police Information Centre (CPIC), inclusive of vulnerable sector screening, will be required of the successful candidate

#### Preferred Qualifications

- Long Term Care / Health Care setting experience preferred

### 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.*