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| Assistant, Occupational Health - 1 position | Posting #: 55685 |
| Occupational Health | Posting Date: October 01, 2025 |
| St. Joseph's Hospital - London, ON | Submission Deadline: October 07, 2025 |
| Full Time | Michelle Robertson, Human Resources |
| Non-Union | Salary Range: \$29.11 - \$34.23 /hour |

Join our team. We have a great team working together to maintain and enhance health, safety and wellbeing, and prevent injury and illness, for every employee, credentialed professional staff and volunteer in our organization.

The Assistant role is to support our customers and the Occupational Health, Infection Safety and Employee Wellbeing teams. The Assistant facilitates the coordination of the multiple services within the program. The Assistant is accountable for data entry functions, ensuring up-to-date and accurate record keeping. The Assistant provides reception services for the program and ensures efficient office processes, appointment scheduling, customer support, invoicing, ordering and management of supplies. The Assistant supports daily operations through correspondence with stakeholders, data entry/management, invoicing, ordering and management of supplies. The Assistant is involved in creating processes to assist in office management and is considered an administrative resource person for team members. The Assistant is an administrative resource for the program teams and interacts with all levels of staff as well as visitors and external customers of the team.

This challenging opportunity is a good fit for a highly motivated self-directed and innovative administrative professional. The Assistant is accountable for providing great customer service and maintaining efficient processes. The Assistant ensures accurate data entry, appointment scheduling, and ordering and management of supplies. The Assistant needs to be creative, have good communication skills and a curiosity to learn. This role works in a busy environment with frequent disruptions.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a post-secondary certificate program in office administration and/or related/relevant experience
- High developed communication and organizational skills
- Strong customer focus with excellent interpersonal and problem-solving skills
- Demonstrated ability to work in a multi task, busy environment
- Demonstrated intermediate computer skills: MS Word, MS PowerPoint, MS Excel, Outlook, Teams and SharePoint
- Demonstrated ability to be detail oriented and maintain a high level of accuracy
- Demonstrated ability to coach others related to computer applications and document preparation
- Demonstrated ability to work as a member of a team as well as independently
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be 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 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.*