



Administrative Assistant, Medical Affairs - 1 position	Posting #: 55811
Medical Affairs	Posting Date: January 08, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: January 14, 2026
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

****REPOSTED****

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, receiving visitors to the department, 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, time card management, and coordination of supplies. The administrative assistant may perform tasks to cover and support the MAC Governance Executive Assistant during the Executive 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

- Community college diploma in Office Administration
- 2 years' experience working in an administrative support role
- Demonstrated intermediate level proficiency in Excel, Word and Outlook
- Experience working with data, spreadsheets and reports
- Carries out duties with professionalism, using discretion, and maintaining confidentiality at all times
- Proven time management skills with the ability to multi-task, problem solve, meet multiple competing deadlines and changing priorities, and work under pressure
- Detail-oriented and maintains a high level of accuracy
- Uses diplomacy, tact and good judgment in decision making
- Maintains a proactive, positive and professional attitude at all times
- Highly motivated, creative thinker with good problem-solving skills
- Effective interpersonal communication, collaboration, customer service, and organizational skills
- Ability to work effectively in a team environment with frequent interruptions
- Ability to communicate and manage leader expectations based on triaging of competing priorities
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the Occupational Health & Safety Act (OHSA)

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience working in a health care setting preferred
- Experience with human resources information systems and applicant flow tracking
- Experience with governance and parliamentary rules of order
- Well-developed negotiation and conflict resolution skills
- Previous experience working in a health care setting 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.*