



Clerk, Staffing/Scheduling - Pharmacy - 1 position	Posting #: 55881
Pharmacy	Posting Date: November 10, 2025
Parkwood Institute Main - London, ON	Submission Deadline: November 16, 2025
Full Time Reduced	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

The pharmacy department is an integrated team of pharmacists, pharmacy technicians, and other professionals that provides pharmacy services to all sites of St. Joseph's Health Care London. We accomplish this through the procurement, storage, preparation and distribution of medication and the provision of clinical pharmacy services. Our departments operate within varying shifts from 0700 to 1800 hours, Monday to Friday, with this particular position working 0630 to 1300 hours, Monday to Friday (subject to change).

We value teamwork and respect the contribution of all team members. Training and education opportunities are provided. We value excellence and strive to continually improve our pharmacy services.

The Scheduling Clerk is responsible for preparation of staff schedules including coordination of coverage for staff call-ins, on-call schedules, vacation requests, time-off requests, etc. The Scheduling Clerk will also be responsible for entering all approved schedules and changes in the Workbrain Time and Attendance system. This position will also provide reports to leadership related to staffing i.e. sick time, vacation, balances, etc.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Office Administration certificate program
- Minimum 1 year experience in a healthcare setting
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- General Knowledge of payroll processes and collective agreements
- Demonstrated computer expertise in Microsoft Office
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills both verbal and written
- Demonstrates a professional and positive attitude toward supporting staffing
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Ability to analyze staffing patterns and anticipate needs, and/or suggest changes to the scheduling processes to the Manager when needed.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset
- Knowledge of and previous experience with creating and implementing online schedules
- Previous clerical experience in a hospital setting
- Previous knowledge and experience with Cerner and Workbrain
- Previous pharmacy technician or pharmacy assistant experience is 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 and varicella (chicken pox)
- 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.*