



Administrative Assistant, Veterans Care Program - 1 position	Posting #: 56197
Veterans Care Program	Posting Date: February 09, 2026
Parkwood Institute Main - London, ON	Submission Deadline: February 15, 2026
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$31.74 - \$37.35 /hour

The Administrative Assistant in the Veterans Care Program will provide clerical and administrative support to the Director, Manager, and the broader program teams. Primary responsibilities include coordination of the Director's schedule, organization of various meetings, agendas, room bookings, tracking and formatting of program metrics for distribution and reports. Duties may also include maintaining inventories, interacting with other departments and community partners on behalf of the program and providing staff support to various site committees. The Administrative Assistant interacts daily with staff, physicians, and other program stakeholders and assists with the coordination of on-going program initiatives, projects and activities as assigned.

Essential Qualifications

- Office administration or medical administration or business diploma program
- Minimum of three (3) years previous related experience in busy office environment, supporting a physician or a hospital administrative leader
- Demonstrated intermediate level computer skills particularly with Word, Excel, PowerPoint
- Demonstrated knowledge of SAS/databases
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Excellent communication skills, both verbal and written, including excellent grammar, spelling, proofreading and composition skills
- Demonstrated ability to work in a multi-task, dynamic environment
- Strong attention to detail and accuracy
- Strong problem-solving skills
- Strong customer service orientation and interpersonal skills with the ability to exercise considerable judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Ability to investigate and resolve problems, dealing with multiple levels of internal staff and external stakeholders in a professional manner
- Self-starter, demonstrating initiative, anticipating needs and willing to tackle additional tasks to support Director/department
- Excellent organizational skills to establish and balance competing priorities in a challenging and diverse work environment
- Ability to work independently and within a team with frequent interruptions
- Demonstrated ability to coach others related to computer applications and document preparation

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience working with Physicians, residents, medical secretaries

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.*