



Clerk, Staffing/Scheduling - Perioperative Services - 1 position	Posting #: 56288
Perioperative Services	Posting Date: February 26, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: March 04, 2026
Casual	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

The successful candidate must be able to work flexible hours based on departmental needs.

Essential Qualifications

- Secondary (High) School Diploma
- Medical Office Administration Certificate
- Minimum 2 years recent experience in an administrative support role in a related environment
- Excellent computer skills in Microsoft Office Suite, particularly demonstrating an intermediate knowledge of Word and Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Superior interpersonal, communication and problem-solving skills
- Demonstrated flexibility and organizational skills
- Ability to work independently as well as collaboratively with others in a team setting
- Proven ability to work efficiently in a busy environment
- Ability to prioritize work assignments and multitask
- Strong ability to problem-solve and make decisions in a fast-paced setting
- Previous experience with computerized timekeeping and staffing/ scheduling/payroll systems

Preferred Qualifications

- Previous experience in a unionized setting
- 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.