



Administrative Assistant, Quality Measurement & Clinical Decision Support - 1 position	Posting #: 56451
Quality Measurement & Clinical Decision Support	Posting Date: April 03, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: April 09, 2026
Temporary Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$32.45 - \$38.19 /hour

This is a temporary full-time position that is expected to extend until July 30, 2027, and is subject to the availability of work.

Quality Measurement & Clinical Decision Support (QM&CDS) provides leadership and expertise in the development of integrated analytics and methodologies for measurement to support quality and process improvement, patient safety, patient experience, and strategic plan initiatives. QM&CDS provides a wide range of services including management of multiple information systems and case costing, and supports the annual Quality Improvement Plan, corporate performance measurement and Accreditation.

This position for a highly motivated, self-directed and innovative professional will provide administrative support to the Director, Quality Measurement and Clinical Decision Support. The incumbent will have a key role in organizing and managing the office as well as supporting key administrative functions for the team. You are an energetic, well-organized individual who wants to learn and welcomes challenges. Responsibilities include proficient use of a variety of software packages to be able to create reports and presentations, efficient management of large number of electronic files, and organization and management of information and resources to support the delivery of services, including material for the Department website. This role will also provide administrative support for committees and projects for which the Director has accountability.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Community College Diploma from a recognized Office Administration/Secretarial program
- Minimum of two years related experience in an administrative support role
- Demonstrated computer skills: Adobe Acrobat Pro, Microsoft Word (advanced), PowerPoint (intermediate), Excel (intermediate) and Outlook
- Demonstrates proficiency in Microsoft Teams, including organizing and maintaining channels and document libraries and utilizing collaborative features to support team communication and workflows.
- Ability to type a minimum of 50 wpm
- Superior skills in report creation, presentations and document management
- Demonstrates experience maintaining calendars, arranging meetings, and organizing email and electronic documents efficiently
- Demonstrates ability recording minutes, organizing and preparing documents for meetings
- Excellent communication skills, both verbal and written, as well as excellent grammar, spelling, and proofreading skills
- Strong customer focus with excellent interpersonal skills
- Excellent organizational and problem-solving skills and demonstrated ability to work in a team-based, busy environment
- Demonstrated ability to be detail oriented and maintain a high level of accuracy
- Exercises considerable judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Ability to work independently and prioritize competing demands

Preferred Qualifications

- Two-year College Diploma - Office Administration Executive Program
- Previous experience in an Administrative Assistant role in a health care setting

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.*