



Administrative Assistant, Specialized Geriatric Services/RGPSWO - 1 position	Posting #: 56598
Specialized Geriatric Services/RGPSWO	Posting Date: May 02, 2026
Parkwood Institute Main - London, ON	Submission Deadline: May 08, 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 9, 2027, is subject to the availability of work.

Specialized Geriatric Services provides inpatient and outpatient and outreach services to older adults and their families. The Administrative Assistant in Specialized Geriatric Services will provide clerical and administrative support to the Director, Clinical Managers 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 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

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Completion of Secondary (High) School Diploma
- Successful completion of an office administrative diploma program
- Minimum of three (3) years previous related experience in an office/administrative setting
- Demonstrated computer experience with an advanced level of knowledge in Microsoft Office Suite including: 50 words per minute typing (wpm), Advanced level in Word, PowerPoint, Excel
- Proficient in use of videoconferencing and media equipment, budget monitoring, data collection and preparing reports
- Experience dealing with the public with a high degree of patient and family focus
- Superior interpersonal, communication and relation building skills
- Demonstrated ability to work with a variety of databases, entering and manipulating data and creating reports
- Impeccable attention to detail and demonstrated ability to maintain a high degree of accuracy
- Highly developed communication, negotiation and organizational skills
- Ability to establish priorities and multiple deadlines; utilize time efficiently
- Strong customer focus with excellent interpersonal and problem solving skills
- Demonstrated ability to work independently and as a member of a team
- Demonstrated ability to compose correspondence and reports independently and with accuracy, including responding directly to routine correspondence or inquiries
- Demonstrated ability to accept and adapt to changing priorities, procedures, methods and continuous improvement strategies
- Strong 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
- Self-starter, demonstrating initiative, anticipating needs, adapting to changes, and willing to tackle additional tasks to support Director/department

Preferred Qualifications

- Previous experience working in a health care setting

- Training in lean methodology
- Experience with computer software programs used to develop communication materials – ex-Cava

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.*