



Administrative Assistant, Professional Practice - 1 position	Posting #: 56796
Professional Practice	Posting Date: June 22, 2026
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: June 28, 2026
Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$32.45 - \$38.19 /hour

Professional Practice provides corporate support across the organization. The Administrative Assistant supports the Director and contributes to departmental and corporate priorities. Key responsibilities include managing the Director's schedule, maintaining documentation and records, and coordinating meeting logistics such as scheduling, agenda preparation, and minute-taking for internal, corporate, and external partners, including academic and union groups.

The role also fosters relationships with regulatory colleges, ensures accurate verification of allied health staff registrations, and leads the planning and delivery of Professional Practice recognition initiatives, including awards, bursaries, and preceptor recognition. The Administrative Assistant collaborates with internal departments to support program objectives. A high level of confidentiality is essential in this role.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Successful completion of an office administration/medical administration/business diploma program
- Minimum of three (3) years previous related experience in a busy office environment, supporting a physician or a hospital administrative leader
- Demonstrated computer experience with an advanced level of knowledge in Microsoft Word, PowerPoint, Excel, One Note and Outlook
- 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
- Strong interpersonal, communication and relation building skills
- Demonstrated ability to work with a variety of databases, entering and manipulating data and creating reports
- Demonstrated ability to be detail oriented and 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

- 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.*