



Administrative Assistant, Facilities and Engineering - 1 position	Posting #: 56901
Facilities and Engineering	Posting Date: July 22, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: July 28, 2026
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$32.45 - \$38.19 /hour

The Administrative Assistant is responsible for accurate and efficient administrative processes in support of the Director and their program and corporate accountabilities. The Administrative Assistant works closely with Program staff and leaders to support the work of the portfolio and program operations. The Administrative Assistant supports both the Director, Facilities Engineering & Biomedical Engineering and the Director, Facilities Planning & Engineering in their workloads by organizing, maintaining and optimizing their calendar schedules. This role is also responsible for incorporating efficient and effective use of electronic systems and software to gather information, generate correspondence, and create workflow efficiency tools to support the department.

Essential Qualifications

- College diploma in administrative studies (2-3-year program)
- A minimum of 2 years of recent experience in related administrative professional role
- Self-starter, demonstrating initiative, anticipating needs and willing to tackle additional tasks to support Director/department
- Highly developed prioritization and organizational skills
- Demonstrated comfort and aptitude for technology, use of multiple systems, etc.
- Successful completion/pass at Intermediate level: MS Word, MS PowerPoint, MS Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- 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
- Demonstrated ability to be detail oriented, maintain a high level of accuracy and analyze/manipulate data
- Strong interpersonal skills with the ability to exercise judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature

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.*