



Administrative Assistant, Medical Leader - Medical Affairs - 1 Posting #: 57024
position

Medical Affairs

Posting Date: September 14, 2026

St. Joseph's Hospital - London, ON

Submission Deadline: September 20, 2026

Full Time

Andrew Harriman-Duke, Human Resources

Non-Union

Salary Range: \$32.45 - \$38.19 /hour

An excellent opportunity exists for an innovative and collaborative professional to provide high-level administrative support to Family Medicine, supporting Dr. Scott McKay. Duties may include but are not limited to working in a fast-paced environment, organizing and maintaining multiple schedules including academic and learner schedules, meeting minutes, producing reports and documentation for new physician recruits, CME tracking and certificates, CPD planning, event planning, and providing liaison with various internal and external stakeholders.

Essential Qualifications

- Office administration diploma
- Two years' experience in the last four years as an administrative assistant
- Demonstrated understanding of the principles of confidentiality
- Proactive, positive and professional attitude
- Strong computer, project management and internet research skills, with
- ability to train/assist others within the department
- Champion administrative technological advances (e.g., Microsoft office
- suite, Outlook, etc.)
- Organizational, communication and business writing skills
- Willingness to learn; welcomes new ideas and challenges
- Highly motivated, creative thinker with good problem-solving skills
- 60 words per minute typing (wpm), Advanced Word skills, Intermediate
- PowerPoint & Excel Skills
- Demonstrated ability to prioritize tasks and utilize time efficiently
- Good communication and interpersonal skills
- Ability to work effectively in a team and meet multiple demands
- Knowledge of a Safety Culture in a Health Care Setting in compliance
- with the Occupational Health & Safety Act (OHSA)

Preferred Qualifications

- Additional education in accounting or finance would be an asset.
- Additional education in web maintenance would be an asset.
- Previous accounting or bookkeeping experience is beneficial
- Previous experience with Research - medline searches, grant, abstract, and publication submissions is beneficial.
- Familiarity with Web editing, Acuity STAR, Reference software, EHR hospital systems 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.*