Administrative Assistant, Pharmacy Services - 1 position	Posting #: 57330
Pharmacy Services	Posting Date: November 13, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: November 19, 2026
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: $32.45 - $38.19 /hour

This is a temporary full-time position that is anticipated to extend until July 18, 2028, and is subject to the availability of work.

St. Joseph's Health Care London's Pharmacy Department provides care across all St. Joseph's sites: St. Joseph's Hospital, Mount Hope Centre for Long Term Care, Parkwood Institute Main Building and Finch Family Mental Health Care Building, and Southwest Centre for Forensic Mental Health. The Pharmacy Department also provides care directly to members of our community through the two Prescription Shop pharmacies located at St. Joseph's Hospital and the Finch Family Mental Health Care Building at Parkwood. The Pharmacy Department welcomes learners year-round, including pharmacy technician students, pharmacist students, and a pharmacy resident.

The Administrative Assistant in the Pharmacy Services program will provide clerical and administrative support to the departmental Director, 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, preparation and circulation of meeting notes and minutes, creating reports at the direction of the leadership team, and acting as the backup timekeeper. Duties may also include maintaining inventories, interacting with other departments and community partners on behalf of the program, and providing administrative support to various committees including the Pharmacy and Therapeutics Committee and the Pharmacy Residency Advisory Committee. 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

- Successful completion of an office administration/medical administration/business diploma program
- Minimum of three (3) years previous related experience in busy office environment, supporting a physician or a hospital administrative leader
- Demonstrated Intermediate level computer skills particularly with Microsoft 365 programs (e.g. Word, Excel, PowerPoint, Teams, PowerAutomate, PowerBI)
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- High level of initiative and self-direction required with proven problem-solving abilities
- Excellent organizational skills to establish and balance competing priorities in a challenging and diverse work environment
- Superior communication and 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.
- Strong customer focus as well as a positive and professional attitude toward assisting internal or external customers
- Excellent written and oral communication skills and a pleasant telephone manner
- Detail oriented and demonstrated accuracy with the work involved
- Ability to work independently and within a team with frequent interruptions
- Self-starter, demonstrating initiative, anticipating needs and willing to tackle additional tasks to support Director and Program
- Demonstrated ability to coach others related to computer applications and document preparation
- Proficiency in spelling and grammar

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience working with pharmacy services

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.