

Ref# 25NON018
1 - Temporary Full Time - Administrative Assistant 2
Meditech Expense Capital Project

Under the direct supervision of the Regional Director of Nursing Informatics, with matrix reporting to the Program Director, NWOHR Program, the Administrative Assistant is responsible for providing administrative, business and clerical support to NWOHR Program. This includes providing organization, operations and business support for Program team; as well as the Change and Communications Leads. This position requires daily communication both internally and externally.

In a fast paced environment, where new situations arise in the office daily requiring quick decisions and immediate action, the Administrative Assistant will be expected to stretch their administrative capabilities beyond the job description to tackle the unexpected.

The complexities of the Program requires the individual to continuously look for new ways to lend support, or make improvements to benefit to existing processes or tasks and support the success of the Program. They will be expected to contribute their own amazing ideas that will build and nurture a workplace where employees and teams can thrive.

Employment Requirements:

Education/Experience:

- * Post-secondary degree/diploma in business or office administration
- * Minimum 3-5 years administrative experience in a large scale environment, preferably in the Health Care industry

Skills/Abilities:

- * Strong computer skills and in-depth knowledge of Microsoft Office (Word, PowerPoint, Excel) and corporate e-mail
- * Strong internet research skills
- * Proficient in using PDF Software and Microsoft Excel & Word, WebEx, GoTo Meeting, Survey Monkey, etc.
- * Strong organizational, planning and time management skills
- * Exemplary communication skills (verbal and written)
- * Knowledge of standard office administrative practices and procedures
- * Ability to work in a confidential setting independently and under time constraints
- * Ability to maintain positive working relationships with leadership, co-workers, clients and other partners
- * Self-starter, initiative required to act under minimal supervision to perform highly complex activities

Salary Range: \$30.516 to 35.902

The Health Sciences Centre strives to ensure the safety and security of the patients, visitors, employees and assets financial and otherwise. All offers of employment to external candidates shall be conditional upon: a satisfactory Criminal Records Check (CRC) where indicated, to

ensure the absence of relevant criminal convictions; and proof of full vaccination of all required doses of a COVID-19 vaccine approved by Health Canada to Occupational Health & Safety.

The Hospital is committed to delivering healthcare in a manner that is consistent with Patient and Family Centred Care. Applicants are required to have a demonstrated knowledge, understanding and commitment to this care philosophy.

Candidates will have demonstrated adherence to the Hospital's Code of Conduct. Regular attendance at work is imperative, therefore, all applicants will have to demonstrate a good attendance record to be considered for this position.

Joining our team means that you will be an integral part of achieving our mission, vision and values.

Our Mission: We provide quality Care to Patients and Families, supported and advanced by research, innovation and education that is responsive to the needs of the peoples of Northwestern Ontario.

Our Vision: Exceptional care for every patient, every time.

Our Values: Diversity, Compassion, Excellence, Innovation, Accountability

We are committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. We are dedicated to building a workforce reflective of the communities in which we live and serve and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify. Upon request, accommodations due to a disability are available throughout the selection process. Additionally we are identified as an English/French speaking health sciences centre and encourage bilingual candidates to apply.

If there are no qualified applicants for the above position, the Hospital may, at their discretion, train unqualified individuals.

Interested applicants must submit a resume outlining relevant previous experience and training no later than 11:59p.m. on **Monday, 17 March, 2025**.

Internal applicants may apply via the job posting page on the iNtranet. **External** applicants must apply through our website.

Posted: March 3, 2025
NON UNION