



Job Posting

Date Posted: March 31, 2021
Closing date: April 12, 2021

Administrative Assistant Temporary Contract

1 Vacancy

Contract Duration - Approximately 6 months

Salary Range (\$23.59 - \$26.44 per hour)

Hours of Work – 22.5 hours per week

Reporting to the Program Manager, the Administrative Assistant is responsible for providing a full range of clerical services and support to clinical departments/programs. They will be responsible for supporting and covering reception, screening incoming calls and visitors, and answering general inquiries. They will also schedule and coordinate appointments, meetings and presentations; audit assigned reports, and support departmental projects and initiatives. The Administrative Assistant will maintain program related documentation, and draft correspondence.

The Administrative Assistant is also responsible for contributing to Central Health Records, and ensuring full compliance with relevant legislation. They ensure client confidentiality and security of records; and are responsible for ingoing and outgoing client reports as per policies and procedures, and in conjunction with the privacy officer.

Qualifications:

The qualified candidate will have relevant post-secondary education with a minimum of 2 years related experience in an administrative role in a professional environment. The candidate must be proficient with Microsoft Office and statistical or financial software. They will also have excellent organizational, interpersonal and written/oral communication skills.

Please submit your resume and cover letter no later than 4:00 p.m. on April 12, 2021 to:

John McGivney Children's Centre
Human Resources Department
hr@jmccentre.ca

JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Candidates that may require accommodations throughout the recruitment and assessment process must advise us of the nature of the accommodation(s) to ensure your equal participation.

~Helping Abilities Grow~