



The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.

ADMINISTRATIVE ASSISTANT / PLANNING AND RESOURCE COORDINATOR

BARGAINING UNIT: NON UNION

SALARY:

START DATE: ASAP

WORK STATUS: FULL TIME

POSTING DATE: September 18, 2018

CLOSING DATE: September 25, 2018

Nipigon Hospital is committed to delivering health care in a manner that is consistent with our Philosophy that *"patients, residents and their families are at the centre of everything we do."* Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

QUALIFICATIONS

- Secondary school graduation diploma
- Previous secretarial experience or business experience preferred
- Proficient in computer applications
- High level of initiative and self direction
- Ability to work with minimal supervision and as part of a collaborative team
- Excellent organizational, time management, critical thinking and problem solving skills
- Excellent interpersonal and verbal communication skills
- Excellent attendance record
- Willing and able to work flexible hours on occasion

DUTIES

The Administrative Assistant is responsible for providing confidential administrative and clerical support to the Chief Nursing Executive (CNE) and the Chief Operating Officer (COO). He/she will also work collaboratively with the other administrative staff in the Administration office.

Support and assist the CNE/COO in the coordination and administration of general activities of the portfolio, including delegated responsibility for the implementation and ongoing maintenance of the StaffRight scheduling system for the organization.

Provide clerical and administrative support to the Chief Executive Officer as required and as an alternate in the absence of the Executive Assistant.

Nipigon Hospital strives to ensure the safety and security of its patients, residents, visitors, employees and assets financial and otherwise. As one tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a satisfactory Vulnerable Sector Check to ensure the absence of relevant criminal convictions.

SUBMIT APPLICATION TO:

Dot Allen, Chief Nursing Executive / Chief Operating Officer
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road
Nipigon, ON P0T 2J0
Email – dallen@ndmh.ca

We thank all applicants; however only those selected for an interview will be contacted.

Nipigon District Memorial Hospital is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.