



**LISTOWEL / WINGHAM JOB
POSTING**

POSITION POSTING # L24-75
POSITION: Administrative Assistant Finance and Corporate Services
UNIT: Finance
STATUS: Temporary Full-Time
START DATE: September 1, 2024 – December 31, 2025
SALARY RANGE: \$31.14 - \$36.63

POSITION SUMMARY:

The Administrative Assistant Finance and Corporate Services provides clerical and operational administrative support to Managers of Finance, and all Cross Site Corporate Services including IT, Medical Records, DI, Laboratory, Pharmacy, Environmental Services, Nutrition and Food Services, Maintenance, and Registration of LWHA. Clerical tasks include supporting Finance in month end closing tasks, daily/monthly statistical reporting, booking department/committee meetings, creating agenda's, taking minutes, etc. This role is also the main System Administrator for OMNI Assistant, one of our Management Systems.

QUALIFICATIONS:

- Diploma in Office Administration or equivalent
- Additional training/courses in project management and LEAN
- Minimum of three to five years' experience
- Health care experience preferred

EFFORT:

- Minimal Physical Effort
- High degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Provide clerical and administrative support to Finance and Corporate Services – coordinate meetings, agenda preparation, minute taking, report statistics, notice/flyers preparation, catering requests, etc.
- Maintain records of Designated Substances with the facilities manager and provide clerical and administrative support to the asbestos coordinator for the purposes of the designated substances management plan.
- Supporting project leads with the use of LWHA Project Templates, including coordination of meetings, agenda preparation, and use of project toolkit for accurate documentation, preparation of reports, developing/scheduling resources, communication coordinator, and move coordination.
- Data entry and statistical reporting as required to support Decision Support Analyst
- Clerical and administrative support of OMNI
- Interaction on a professional basis with a variety of internal and external contacts
- Support or participate in key activities or action plans as identified on applicable Operational Plans
- Clerical and administrative support for IT Coordinator and Purchasing Coordinator for inventory and contracts

HOURS OF WORK: 37.5 hours per week.

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Date Posted: July 23, 2024 at 1:00pm

Posting Deadline: July 30, 2024 at 1:00pm

Copies To: Bulletin Board