975 Alloy Dr., Suite 201 Thunder Bay, ON, P7B 5Z8 • Tel: 807-684-9425 • Fax: 807-684-9533 • Toll Free: 1-866-907-5446 • www.northwestlhin.on.ca
975, prom. Alloy, Bureau 201 Thunder Bay, ON, P7B 5Z8 • Tél: 807 684-9425 • Télécopieur : 807 684-9533 • Sans frais : 1 866 907-5446 • www.northwestlhin.on.ca

Administrative Assistant

One Full Time (1.0 FTE) Position – 1 Year Contract

DIVISION – Health System Strategy and Innovation

LOCATION – Thunder Bay

POSITION SUMMARY

This position reports directly to the Director of Health System Strategy and Innovation. This position is responsible for providing administrative support to the Director and team members as well as, from time to time other areas in the LHIN.

MAJOR RESPONSIBILITIES

Director Support:

- Provides telephone support and responds to calls appropriately.
- Word processes, formats and proofreads documents.
- Photocopies and faxes documents.
- Collects data/surveys, compiles results and writes summary reports.
- Composes memos and letters for signature of the Director or Manager.
- Maintains and updates files.
- Coordinates, and initiates meeting requirements.
- Maintains a Bring Forward system.
- Prepares draft reports and documents.
- Researches and analyses routine administrative projects; prepares first draft reports on routine administrative matters.
- Receives and distributes incoming mail; receives and evaluates mail to identify those items requiring priority attention of the supervisor and/or manager.
- Receives and screens communications to the Director including telephone calls and e-mail messages and provides assistance using independent judgment to determine those
- requiring priority attention; prioritizes and facilitates communication throughout the office.
- Makes travel arrangements for the Director as well as, from time to time, the staff as required; maintains appointment schedules and calendars; arranges meetings and conferences.

Meetings:

- Coordinates meetings by collecting agenda items, prepares and circulates agenda for meetings and/or committees that are under the Director responsibility
- Assembles all documents applicable to the proposed meeting
- Attends and records the proceeding of the meeting
- Word process minutes for review by the Chairperson. Distribute final copies of minutes to all attendees. Maintains minute binders with original signatures.
- Reserves meeting rooms; chairs; tables and AV equipment.
- Arranges for food and refreshments.

Coordination of Information/Communication

- Manages files (retrieval, filing, creating new files and discarding old) for the Director.
- Manages computer directory files for the Director.
- Tracks flow of information (written and verbal) in and out of the Director's office.
- Ensures that requests for information/approval/signature are carried out in a timely manner.

Corporation Services

- Maintains subscriptions for Director and Manager.
- Arranges for French language translation of documents and maintains a computer inventory of these documents; initiates French language translation updates as per policy guideline.
- Prepares correspondence for signature from the Director or Manager.

Administrative Support

- Coordinates minute taking of committee and team meetings.
- Coordinates circulation of material to the Director, Manager and team as required.
- Monitors content of directories and initiates housekeeping of files.
- Attends staff meetings.

Organizational Responsibilities:

- Establishes and maintains effective communication links with staff and management and external agencies, groups and organizations.
- Supports recruitment and orientation of new staff as appropriate.
- Abides by the Occupational Health and Safety guidelines and procedures as outlined in the LHIN policies and procedures.

Professional Responsibilities:

- Ensures compliance with all LHIN policies and procedures including specific attention to client confidentiality, release of information and conflict of interest.
- Utilizes ethical decision making as it relates to providing administrative support in compliance with LHIN directions and legislative acts.
- Participates in professional development to enhance the administrative assistant's roles and responsibilities that support the LHIN strategic plan.
- Ensures professional behavior and decorum when dealing with others including staff, health service providers, community agencies, stakeholders, Ministry and public.

Other responsibilities:

- Travel may be required.
- Some demand on personal time for evening and weekend work.
- Periodic administrative relief/coverage for other staff.
- Other duties as assigned.

KNOWLEDGE

- Proficiency with PC-based hardware/software (Microsoft Suite) and inter / intranets.
- Familiar with Customer Relation Management database
- Familiar with SharePoint

EDUCATION REQUIREMENTS:

- Post-secondary education in business administration (or equivalent level of experience)

EXPERIENCE

- Minimum 3-5 years of experience working in an office environment in an administrative role.
- Ability to perform complex office administrative work requiring the use of independent judgment.
- Ability to analyze and resolve office administrative and procedural problems, interpret policies and procedures.
- Excellent time management skills and ability to prioritize multiple, often conflicting demands.
- Ability to work within a fast paced environment with constant changes.
- Proven ability to work with senior management and staff in integrating information from various sources into a consolidated report or response within tight deadlines.
- Good understanding of LHIN goals, objectives and business requirements.
- Excellent interpersonal and communication skills (oral and written) to effectively communicate with all staff at all levels, including the general public and the Ministry staff.
- French language an asset.

Posting Date: December 21, 2017

Closing Date: January 8, 2017 at 4:30 p.m.

Competition #: NW17-55

Interested candidates are asked to submit a cover letter and detailed resume outlining their qualifications and experience, quoting competition number, to:

Human Resources, North West Local Health Integration Network

Email: nwlhin.hr@lhins.on.ca

Fax: (807) 344-5639

If you require accommodation throughout the job posting process, please contact the Human Resource Strategies and Services Lead to make appropriate arrangements.