

**File #:** Non-Un 11-060  
**Employee Group:** Non Union  
**Work Location:** St. Mary's of the Lake Hospital  
**Vacant Position:** Administrative Assistant  
**Status:** Full Time

**Posting Period:**  
January 27, 2012 to February 3, 2012

**Please direct inquiries to:**  
Liseta Medeiros, Recruitment & Staffing ,  
Recruitment and Staffing Specialist  
(613) 548-7222 x 2772

Apply in writing quoting file  
Non-Un #11-060 in subject line to:  
[work@providencecare.ca](mailto:work@providencecare.ca)  
or send fax to: (613) 544-6036

Applications submitted by email to  
[work@providencecare.ca](mailto:work@providencecare.ca) will receive an  
automatic notice of receipt.

All applicants are required to include an  
up-to-date resume outlining how their  
qualifications match position  
requirements.

All new hires to Providence Care must  
complete the Criminal Information  
Request/Vulnerable Sector Screen  
through your local Police Station. The  
cost is the responsibility of the applicant  
and this Criminal Information  
Request/Vulnerable Sector Screen must  
be successfully completed prior to the  
commencement of employment with  
Providence Care. Please note that this  
process may take a few days up to a few  
months to complete.

### Job Summary:

The Administrative Assistant will provide quality secretarial services and administrative support to Professional Practice (PP) staff, committees and working groups, while ensuring a customer focused approach. In addition to varied clerical duties the Administrative Assistant will prepare correspondence, reports and other documents; create and maintain record keeping systems; and coordinate meetings and meeting room bookings.

### Qualifications:

- Minimum 2 years post secondary diploma in Office Administration, or related field
- Minimum of 2 years previous experience as an administrative assistant or secretary in a busy office environment, preferably within a hospital or medical setting
- 50 wpm keyboarding skills
- Intermediate computer skills including the use of Microsoft Office Suite of products (Word, Outlook, PowerPoint, Excel and Access)
- Demonstrated attention to detail and accuracy
- Demonstrated excellent written and verbal communication skills with the ability to communicate effectively, courteously and tactfully with all stakeholders
- Demonstrated ability to organize and establish priorities and office procedures, co-ordinate projects, delegate tasks and meet deadlines, in a busy environment
- Demonstrated effectiveness as a team member demonstrating collaboration, respect and effective communication
- Demonstrated effectiveness working with minimal supervision with proven self-initiative, reliability and trustworthiness
- Demonstrated client-centered attitude and commitment to the Mission, Vision, Values and goals of the department and to Providence Care
- Demonstrated effectiveness working with confidential and sensitive information
- Demonstrated positive work attitude, behaviour and communication in interaction with internal and external contacts
- Proven willingness to learn and acquire new information and skills, such as Accreditation Canada and new software programs
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation

### Working Conditions:

- Extended periods of time spent sitting at a desk/workstation and/or in meetings
- Extended periods of time viewing a computer monitor and keyboarding

For a complete list of duties and qualifications, please obtain a job description from Recruitment & Staffing.