Primary Care Network
EDMONTON O-DAY'MIN

Inspiring communities to live healthier lives.

ADMINISTRATIVE ASSISTANT

Full-Time 1.0 FTE (37.5 hours/week)

Reporting to the Director, Clinical Programs, the Administrative Assistant will be responsible for assisting the management team with administration support to maintain effective and efficient organization processes. The position is responsible for the day-to-day clerical and administrative support to optimize workflow and administrative procedures in the office. The Administrative Assistant will support colleagues and managers with planning and distribution of communication to internal teams and external stakeholders. As a key point of reference for administrative queries, requests, or issues, the successful candidate will be an integral part of the clinical support team.

KEY RESPONSIBILITIES & DUTIES

- Work collaboratively with the Executive Assistant and assigned clinical teams
- Manage daily/weekly/monthly agendas and calendars, and arrange new meetings and appointments for the assigned managers
- Prepare and disseminate correspondence
- Organize meetings, prepare agendas, and take minutes
- Maintain contact lists for internal teams and external partners
- Formatting of reports and documents
- Answer phone calls/emails and redirecting as appropriate
- Make travel arrangements
- Document expenses and submit reports
- Formatting and filing of policies and procedures
- Data entry, scanning and filing of documents
- Plan events, complete inventory, ordering, receiving and stocking supplies

QUALIFICATIONS

Minimum of 3 years administrative experience, preferably within primary care or community setting. Please note that candidates for the above position must have:

- High school diploma
- Administrative Assistant training/certificate is preferred
- Strong organizational skills and the ability to multi-task and optimize workflow
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills
- High degree of integrity and professionalism and positive team attitude

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APPLY TODAY

The Edmonton O-Day'min PCN offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

Please send applications by email to jointheteam@edmontonoliverpcn.com (Attn: Kelly).

JOB POSTING OPEN until a suitable candidate is found.

We thank all candidates in advance for their applications however, only those interviewed will be contacted.

Successful candidates will be required to provide proof of their COVID-19 vaccination prior to their start date. If you are the successful candidate and cannot be fully vaccinated based on a protected ground under Human Rights legislation, you may request an accommodation that will be reviewed by the EOPCN.