

# Administrative Coordinator, Permanent full-time

The Administrative Coordinator position has a twofold role: providing administrative support in two GRCHC areas:

1. Front Desk Medical Secretary administrative coordination at GRCHC main site including coordination of operations for front desk and medical reception.
2. Seasonal Agricultural Worker (SAW) Clinics administrative coordination at satellite sites including coordination of workflow for primary health care services and provide functional guidance to staff, volunteers and learners.

Qualifications include:

- Business/Office Admin diploma or Business Administration Degree preferred.
- Two to five years office experience, preferably in a health or not-for-profit setting
- Strong computer skills, particularly with Word, Excel and PowerPoint
- Demonstrated ability to problem solve and experience in conflict resolution
- Excellent interpersonal, communication, organizational skills required
- Demonstrated ability to work independently and in a team clinic environment
- Person centred approach and experienced working with specialty populations
- Flexibility to work day and evening shifts

A competitive salary and benefits are offered.

To pursue this opportunity, please send your resume and covering letter to Human Resources, at [resumes@grchc.ca](mailto:resumes@grchc.ca). All applications must be submitted no later than **May 28, 2018**. We appreciate your interest, however, only those invited for an interview will be contacted.

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[www.grandriverchc.ca](http://www.grandriverchc.ca)



Grand River  
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