

Administrative Assistant

Permanent 1.0 FTE (37.5 hours per week)

The Administrative Assistant is a key support to the efficient day to day operations of the administrative and program support functions.

Responsibilities include:

- Support daily operations of the facility/building.
- Coordinate and track financial processes including invoicing and petty cash.
- Provide administrative support to the leadership team.
- Provide coverage for front desk/medical secretary as required
- Provide clerical support to teams across GRCHC

Qualifications Include:

- Post Secondary certification in Business Administration and equivalent relevant work experience
- Two to five years office experience, preferably in a health care or not-for-profit setting
- Advanced computer skills, particularly with Word, Excel and PowerPoint
- Experience with handling petty cash and preparing invoices
- Demonstrated ability to problem solve and initiate action
- Excellent interpersonal, communication, organizational skills
- Demonstrated ability to work independently and in a team environment
- Excellent time and stress management skills
- Flexibility to work day and evening shifts

We offer a competitive salary, benefits and a supportive work environment.

To pursue this opportunity, please send your resume and covering letter to Human Resources, at resumes@grchc.ca. All applications must be submitted no later than **September 20, 2019**. We appreciate your interest, however, only those invited for an interview will be contacted.

Grand River Community Health Centre
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www.grandriverchc.ca