



As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities.

With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation social work and telemedicine.

For more information about Geraldton District Hospital, visit [www.geraldtondh.com](http://www.geraldtondh.com)

## **Administrative Assistant**

### **Part Time - Permanent**

Geraldton District Hospital is seeking an enthusiastic, organized and self-motivated individual to provide administrative support for 5 hours per day, Monday to Friday.

#### **Duties Include:**

- Reception duties for the administration department
- Answer and respond appropriately to incoming calls
- Request maintenance and stationary supplies as required
- Type reports, notes, letters and memos
- Maintaining and reporting a list of suggestions, concerns, problems and comment cards
- Process incoming and outgoing mail
- Laminate; Create brochures, posters, etc.
- Assign photo ID and lockers for new hires
- Arrange travel
- Process donation letters
- Website Maintenance
- Schedule meetings, record minutes and provide clerical support to the Management Team
- Organize and assist with events for the public and the staff
- Administrator for the Omni policy system and responsible for administration policies and procedures
- Time entry
- Performing other duties as assigned by the Management or the Executive Assistant
- Initially will assist Executive Assistant with Scheduling; Scheduling duties will be transitioned to this position as it evolves

#### **Qualifications:**

- Minimum of Secondary School Diploma
- Good communication and organization skills
- Creative and able to work independently with minimal supervision
- Ability to type and keyboard accurately at a rate of 60-70 words per minute
- Excellent Microsoft Office Skills
- Diploma in Business Administration or similar would be an asset
- French language would be an asset
- Minimum of two year's recent, related experience in general office work is an asset
- Recent, related experience in a hospital or medical clinic setting is an asset

*Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.*

Please submit your resume in confidence, by email, to [hr@geraldtondh.com](mailto:hr@geraldtondh.com).