L'HÔPITAL DU DISTRICT DE GERALDTON DISTRICT HOSPITAL GERALDTON OODENA AAKOZIIWIGAMIG

Administrative Assistant
Full-Time

Annual Salary: $58,000–$70,200

This posting is for an existing vacancy.

Geraldton District Hospital is seeking an organized, professional and self-motivated Administrative Assistant to provide confidential clerical support to management and Human Resources. Duties include coordinating meetings and minutes, maintaining policies and records, managing external communications and correspondence with external organizations and stakeholders, and supporting reception services.

Qualifications:

- Secondary School Diploma
- General Business diploma or certificate is an asset, or equivalent current experience
- Recent, related clerical experience in an administrative setting
- Proficiency with word processing and current office computer applications
- Strong communication, organizational and time-management skills, with the ability to manage multiple priorities
- Discretion in handling confidential information and ability to work effectively with management and staff
- Bilingualism in both official languages and knowledge of Indigenous cultures/languages are assets

Please submit your application and resume in confidence, by email, to

hr@geraldtondh.com

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