



Administrative Assistant

Permanent Part-time, 21 hours per week

The Four Villages Community Health Centre's provides primary health care services (clinical services, allied health services and a wide range of health promotion programs) to the communities within West Toronto and helps clients address key social determinants of health. Four Villages' services are available to all residents of West Toronto with seniors, families with young children, youth and newcomers being priority populations. Staff collaborates in an inter-professional team environment. The focus is on the client and capacity building. Four Villages has two locations in the west end of Toronto. It is funded by the Toronto Central LHIN. We are currently recruiting permanent part-time Administrative Assistant.

KEY RESPONSIBILITIES

- Provides administrative support to both the Clinical Director and the Programs Director, including maintaining daily schedule and calendar, managing follow-ups, organizing files, processing mail, photocopying, drafting basic correspondence and reports, preparing presentations, basic information gathering and other ad-hoc activities;
- Acts on own initiative during the Directors' absence, referring urgent matters to appropriate staff members and communicating items for follow-up;
- Responds to internal and external inquiries on Directors' behalf, forwarding issues as needed;
- Schedules meetings, prepares agendas, pre-meeting materials and meeting arrangements (including room bookings, equipment, distribution of meeting materials, and refreshments). Attends meetings with Directors and takes minutes/notes as needed, tracking needed follow-up actions and ensures follow-up actions are proactively addressed;
- Manages tracking systems and monitors status of action items;
- Contributes to cycle of planning and evaluation of programs and services and supports as needed committees and staff meetings as appropriate;
- Ensures follow up with appropriate persons/parties to collect data, analyze information and report internally or externally, and administratively supports basic research activities when appropriate;
- Assists with orienting and training of staff, as required;
- Works during both regular and extended hours of operation in main office and off-site locations as needed;
- Other duties as required.

QUALIFICATIONS

- College diploma or certificate in business, administration or related field, or an equivalent combination of education and experience;
- Two to three years experience providing administrative assistance to senior management or significant administrative experience;
- Excellent interpersonal skills, including flexibility and a positive attitude;
- Excellent communication, problem-solving, conflict and time management skills;
- Demonstrated ability to work independently with minimal supervision and effectively;
- Experience recording minutes;
- Excellent writing skills;
- Excellent organizational, multi-tasking skills and ability to set priorities in a fast-paced environment;
- Superior knowledge and proficiency with use of computers and applications such as MS Office with a minimum typing speed of 55 words per minute;
- Understanding of medical terminology, certificate in medical terminology is an asset;
- Experience in a not-for-profit sector is an asset

Hours of work: 21 hours per week (schedule can be flexible)
Salary: Salary range of \$23,432 to \$28,232 per annum based on qualifications (pro-rated to full-time hours worked from \$39,054-\$47,054) plus excellent benefits including pro-rated vacation days (e.g. 20 days for full-time) and pro-rated professional development days (e.g. 10 days for full-time), RRSP contributions

Application Deadline: Monday, November 13th

Interested candidates should e-mail their resume along with a cover letter at jobs@4villages.on.ca (Subject: Administrative Assistant, or fax to 416-604-3365.

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted. The Four Villages Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. Reasonable accommodation will be provided in all parts of the hiring process as per resources available to us. If you require any accommodation, please advise Human Resources Generalist. Four Villages is a scent-free environment.