



753 Tower Street South, Fergus, ON N1M 2R2
Office: 519.843.3947 • Fax: 519.843.7386

Office Administrator Full-time Permanent

Looking to make a difference in the community of Centre Wellington? The Upper Grand Family Health Team (UGFHT) offers the opportunity to join an innovative, community-based primary health care team serving the Arthur, Fergus, and Elora area. We are looking for a talented team player to join us as we continue to provide a model of excellence in rural primary health care.

Position summary

The Office Administrator is responsible for a wide variety of administrative duties in support of the Executive Director, members of Board, Medical Director and staff. The successful candidate will be tasked with organizing meetings and events, preparing various reports, basic accounting and bookkeeping functions, maintaining records, drafting sensitive correspondence, and being the point person for troubleshooting day-to-day operational aspects including staff and vendor requests, equipment maintenance, and system development. This position reports directly to the Executive Director. A detailed job description is available upon request.

Requirements

- Minimum of 2 years of direct work experience in an administrative assistant capacity with background in a health care setting preferred but not required.
- Strong knowledge of general office procedures involving procurement, budget management, financial reporting, and office management.
- Superior typing skills and hands-on experience with productivity applications, including word processing, spreadsheet, e-mail and presentation software.
- Proficiency in the use of computer and communication and phone systems.
- Excellent writing skills, including proper spelling, grammar, and punctuation and an ability to write and format moderately complex correspondence, including memos, letters, etc.
- Strong customer service orientation and a demonstrated ability to handle difficult situations as they arise
- A demonstrated ability to be diplomatic, tactful and discreet in working with our clients, their family members, physicians and coworkers.
- Ability to multi-task, prioritize and manage time effectively in a fast-paced environment.
- Valid Ontario Drivers' License and access to own reliable vehicle.

We offer a comprehensive benefits package and membership in a provincially recognized defined benefit pension plan. Interested candidates should submit a cover letter and resume by **November 22, 2018** to

Louise Poole, Administrative Assistant
Upper Grand Family Health Team
753 Tower Street South
Fergus, ON N1M 2R2
careers@uppergrandfht.org
Fax: (519) 843-7386

The UGFHT is committed to providing a barrier-free environment for all our clients/customers, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations. Accommodation will be provided in all parts of the hiring process as required under the UGFHT's Employment Accommodation policy. Applicants with needs that require accommodation are encouraged to contact Louise Poole at (519) 843-3947 extension 100.