



Hôpital général de Nipissing Ouest

West Nipissing General Hospital

725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6

TEL: (705) 753-3110 • FAX: (705) 753-0210

PERMANENT FULL-TIME ADMINISTRATION DEPARTMENT SECRETARY

The Administrative Secretary provides administrative and secretarial support to the Administration Department and Foundation Office which includes various Managers. The ideal individual will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. This individual must have the ability to handle a wide variety of activities and confidential matters with discretion.

Education & Experience:

- Community College Diploma – Office Administration Program
- Five (5) + years of secretarial/administrative experience in a health care environment is an asset

Skills Required:

- Advanced proficiency in the use of Microsoft Office applications
- Familiar with various social media outlets (Facebook, Print Media, Website updates, etc.)
- Knowledge of charitable / not-for-profit guidelines an asset
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills with the ability to build positive working relationships
- Excellent written and verbal communication skills
- Demonstrated proactive approaches to problem-solving
- Demonstrated ability to work independently and in a team setting
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve performance standards and meet timelines in a fast paced environment
- Ability to self-assign tasks and develop new ideas
- Ability to efficiently process some financial tasks
- Must have a valid driver's license and insurance
- Excellent attendance record
- Bilingualism (French and English) an asset

Qualified candidates are invited to submit their cover letter and resume to:

West Nipissing General Hospital - Human Resources

725 Coursol Road Sturgeon Falls, ON P2B 2Y6

Fax: 705-753-0210

Email: humanresources@wngh.ca

The WNGH has policies in place to demonstrate its commitment to ensuring that all individuals are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment and human rights legislation.

For the protection of our patients and residents, the hospital requires successful candidates to submit a satisfactory criminal record check (vulnerable sector search) dated within 6 months as a condition of employment.

The WNGH is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted. Should you require accommodation in the recruitment process, please contact the Human Resources Office.

Version française disponible au Bureau des Ressources Humaines

December 17, 2018