DOM Administrative Assistant

As an Administrative Assistant in the Department of Medicine Executive Suite, you will work closely with the Executive Assistant to the Department Head in supporting administration and Departmental initiatives.

Responsibilities

Responsibilities include but are not limited to:

- Maintains DOM contact lists and the DOM Disaster Plan in accordance with Hospital policy.
- Schedules meetings and maintains the Departmental conference room.
- Formats and prepares presentation materials.
- Assists with mailouts, annual reports, etc.
- Works collaboratively to provide administrative support for special projects as required.
- Provides assistance and administrative support to DOM staff of the Executive Suite as assigned.
- Responsible for assisting with the physician onboarding process, including but not limited to new recruit lab coats, connecting meetings, collecting CVs, biographies, etc.
- Coordinates Departmental Grand Rounds.
- Provides administrative support to Departmental committees as assigned.
- Primary contact for maintenance needs of office equipment such as projectors, audience participation system, and photocopier, etc.
- Responsible for ordering and distribution of office supplies, couriers, mail pick-up and distribution.

Qualifications

- Community College Diploma or equivalent
- 3 years recent related administrative experience.
- Knowledge of SharePoint, MS Teams and MS Office 365 with intermediate skills in Word, Outlook and Excel.
- Previous experience in a healthcare environment is an asset.
- Written communication, proofreading and editing skills required
- to draft or generate correspondence or documents.
- Strong interpersonal and verbal communication skills.
- Experience coordinating meetings including preparation of agenda, taking and dissemination of minutes, etc.
- Must have ability to multi-task with an attention to detail, demonstrating organizational, prioritization, and time-management skills, as well as proven ability to meet deadlines and to coordinate multiple activities.
- Ability to work in a team environment and maintain a pleasant disposition.
- Ability to work well with minimal supervision.
- Demonstrates a high level of professionalism, initiative, tact and diplomacy.
- Exercises sound judgment and a high level of confidentiality and discretion while working with sensitive and private information.
- Capable of adapting to a complex and changing work environment.
- Proficiency in speaking and comprehending both English and French (Level B+) is an asset.

Contacts

Hiring organization
University of Ottawa Medical Associates

Employment Type
Full-time

Beginning of employment
ASAP

Duration of employment
Full-Time

Industry
Healthcare and Administration

Job Location
501 Smyth Road, Ottawa, ON

Working Hours
Monday to Friday 8am-4pm

Base Salary
$ 23.114 - $ 27.623

Date posted
October 26, 2021

Valid through
05.11.2021
To apply for this exciting opportunity, please forward your resume and cover letter, quoting the corresponding position title, by email to domcareers@toh.ca

IMPORTANT NOTICE: Support staff are employees of the hiring physician(s) or Division. The Ottawa Hospital is the paymaster of our employees. Although our employees have offices within the Ottawa Hospital, they are not employed by the Ottawa Hospital.

The Department of Medicine is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees. The Department of Medicine will, upon request, provide accommodations in accordance with the Accessibility for Ontarians with Disabilities Act.

*The Department of Medicine promotes the principles of diversity and inclusion. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions.*