

JOB POSTING #067-17

POSTING DATE: June 28, 2017

JOB TITLE:	Team Assistant – Temporary, Full-Time
INITIAL ASSIGNMENT:	Medical Equipment & Supplies (SM TA E&S-001)
BARGAINING AGENT:	OPSEU
LOCATION:	Sault Ste. Marie Office
EFFECTIVE DATE:	July 31, 2017 – April 20, 2018

POSITION SUMMARY:

The Team Assistant, Medical Equipment & Supplies is responsible for monitoring and maintaining current inventory levels; records purchases, tracks orders, maintains database, receives and quality checks all inventory, performs physical count of inventory, and reconciles actual stock count to computer-generated reports. The team Assistant is also responsible for the administrative support services to the staff of the Home and Community Care portfolio.

QUALIFICATIONS:

- Knowledge of supplies, equipment, and/or services ordering and inventory control;
- Ability to receive and reconcile stock counts to report data;
- Relevant experience providing clerical support services in a computerized office environment;
- Considerable interpersonal skills are required when interacting with NE CCAC staff, patients, and service providers;
- Excellent telephone and customer service skills;
- Good understanding of general office administrative processes and procedures;
- Advanced keyboarding skills and proven proficiency with a variety of database programs;
- Ability to understand computer software for online ordering;
- Ability to maintain a high level of accuracy when inputting and sharing data;
- Ability to use scheduling software (e.g. Outlook calendar) and operate copy machines, fax machines, and other office equipment;
- Ability to handle sensitive and confidential information in a discreet and professional manner when discussing issues with other NE CCAC staff or external patients;
- Ability to regularly move and lift supplies to stock shelves and dispense to patients with intermittent or sustained periods of sitting and standing;
- Advanced oral and written proficiency in English is essential.

The NE LHIN is an equal opportunity employer. Personal information submitted will be used only for the purpose of determining suitability for this vacancy. All applicants are thanked for their interest in this position. Only those applicants selected for an interview will be contacted.

Interested persons are invited to submit a cover letter and resume by e-mail to:

nelhinemployment@lhins.on.ca

Please refer to posting number 067-17 when applying.