JOB POSTING #208-17

POSTING DATE: December 06, 2017

JOB TITLE:	Team Assistant – Temporary, Full-Time
INITIAL ASSIGNMENT:	Access Information and Referral (NB TA A I&R-005)
BARGAINING AGENT:	OPSEU
LOCATION:	North Bay
EFFECTIVE DATE:	January 08, 2018 to September 21, 2018

POSITION SUMMARY:

The Team Assistant is responsible for the provision of clerical, medical supplies, records, reception and/or administrative support services to staff of the Home and Community Care portfolio.

QUALIFICATIONS:

- Relevant experience providing clerical support services in a computerized office environment;
- Considerable interpersonal skills are required when interacting with 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 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 staff or patients;
- Demonstrated accuracy in performance of all duties;
- Advanced oral and written proficiency in English and French is essential.

Less qualified candidates may be considered. However, candidates who meet all requirements will be given priority for an interview.

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 208-17 when applying.