

## Internal / External 21-05

<b>Position:</b> ADMINISTRATIVE COORDINATOR		<b>Number of Positions:</b> 1	
<b>Classification:</b>	CASUAL	NON-UNION	<b>FTE:</b> 1.0 = 35 HOURS PER WEEK
<b>Department:</b>	CLINICAL SERVICE		<b>Program:</b> IMMUNIZATION
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b> FEBRUARY 15, 2021
<b>Salary Range:</b>	\$35.47 – \$39.73 HOURLY		<b>Position Duration:</b> Anticipated to last up to DECEMBER 31, 2021, which may be subject to an extension if required
			<b>Posting Date:</b> JANUARY 14, 2021
<b>Criminal Record Check:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b> Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**Purpose of Position:**

To provide administrative support to the Immunization Program vice president, managers and supervisors and perform administrative activities related to the assigned department, programs and agency. Role includes but not limited to: correspondence management; calendar management; meeting coordination including minutes of meetings; tracking tasks and deadlines; tracking requisitions and expenditures; coordinating the provision of administrative assistance to the department; coordinating technical equipment provisioning requests e.g. IT access, computer, phone; establishing and maintaining distribution lists. Maintaining department policies, procedures, directives and manuals. Provides strategic and administrative records management consultation in accordance with agency Records Management processes. Cross department Administrative Coordinator coverage required as needed.

See Administrative Coordinator Position Description for further details.

**Responsibilities:**

Provide administrative support to the department vice president and managers and ensure effective & efficient flow of work through the vice president's office;

Provide administrative support for the department and program areas including human resources, office systems, equipment & supplies staff/audit/distribution lists;

Ensure sufficient administrative staff coverage and support to program teams;

Collect and review time and mileage sheets for department area staff;

Participate in the development & maintenance of Department Policy & Procedure Manuals; ensure Manuals are up to date;

Participate on agency committees and task groups;

Contribute to team and agency effectiveness.

**Specific knowledge, skills, abilities:**

- Advanced skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Advanced proof-reading skills;
- Intermediate ability to establish and maintain an information/resource database relevant to the Department or functional unit;
- Intermediate ability to develop and/or format materials and documents in accordance with agency standards including the selection of appropriate graphics and resources;
- Advanced ability to organize and prioritize work;
- Advanced ability to manage time effectively and meet deadlines;
- Advanced oral communication and interpersonal skills including ability to negotiate and problem solve work priorities and workloads with staff and to deal with the public in routine and challenging situations;
- Advanced written communications skills including the ability to communicate ideas effectively via email, prepare reports and correspondence for senior management signature, review and edit correspondence and reports, synthesize discussions and take minutes at meetings;
- Basic leadership, team building and facilitation skills and experience problem solving and priority setting with a small group of peers;

**Education:**

- College Diploma - completion of two-year office administration program.

**Related Experience:**

- Minimum 3-5 year's relevant secretarial and administrative experience including demonstrated experience in providing task or team leadership

**Preference will be given to candidates with the following qualifications which are considered assets in this competition:**

- Proficiency using MS Office 2013 / Windows 10;
- Experience providing support for employee recruitment and human resource functions;
- Ability to support vice president and management with collection, analysis and reporting of staff related activities.

**Deadline: 4:00 pm, WEDNESDAY, JANUARY 20, 2021**

*This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.*

For further details: refer to the ADMINISTRATIVE COORDINATOR position description on our website at [www.simcoemuskoka.org](http://www.simcoemuskoka.org).

If interested in applying for this position, forward résumé with cover letter to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting # **21-05** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting #**21-05** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

### **For External Applicants Only:**

If interested in applying for this position, forward résumé with cover letter to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting # **21-05** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

**If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.**

*The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.*