

July 9, 2020

ADMINISTRATIVE COORDINATOR
(Full-time position)

Reports To: Vice President, St. Joseph's Lifecare Centre, Brantford

Purpose of the Position:

The Administrative Coordinator is responsible for a wide variety of administrative duties to support the smooth functioning of SJLCB, including both Lifecare and Hospice. These duties include supporting the Vice President, St. Joseph's Lifecare Centre Brantford with calendar and meeting management, clerical duties, communications, minute taking, and planning and coordinating functions, meetings, and events. The Administrative Coordinator, for approximately 20% of their time, will also assist with day-to-day Human Resources activities and initiatives including recruitment processes and maintenance of HR files.

The Administrative Coordinator is a resilient professional, able to juggle and prioritize multiple duties and tasks, meet deadlines, and help in the creation of a positive work environment. This individual promotes excellent relations with staff, management, building tenants, and the broader community.

Specific Responsibilities:

Provide direct administrative, office management, and HR support, as directed by verbal or written instruction by the Vice President, HR manager, or delegate.

- Manage the calendar and schedule of the VP, including preparing materials as required
- Coordinate meetings, seminars, workshops, special projects, and events
- Record minutes or action items for committees and meetings
- Review documents, reports, and correspondence prepared for signature for format, content, grammar, and spelling; make edits as necessary
- Prepare draft reports, presentations, background documentation, and research
- Coordinate office activities; troubleshoot or escalate basic office administration issues
- Receive and screen inbound telephone calls, e-mails, and visitors to the campus of care; refer and/or redirect calls, e-mails, or visitors as applicable
- Receive incoming mail; review, evaluate, and distribute correspondence requiring priority attention of staff
- Prepare communication to staff, families, and community partners
- Facilitate communication from executive team, department managers, business unit leaders, and staff as required.
- Assist with the employee recruitment process and other HR support across the employment lifecycle
- Coordinate the Employee Recognition Program and annual Service Awards
- Assist with the orientation of new employees

- Develop and maintain positive relations with management, staff, residents, families and visitors; presents a positive image and represents the facility with professionalism
- Assist with the design and delivery of educational programs
- Assist with special projects as required
- Organize and facilitates effective communication with building tenants

Qualifications:

Education and Experience

- College Diploma in Business Administration, or an acceptable combination of education and progressively responsible experience
- Three years of direct work experience in an administrative support capacity
- A minimum of 2 years working in a healthcare environment (preferred)
- Experience working in a unionized environment (preferred)

Skills and Abilities

1. Excellent computer skills including Microsoft applications. Strong knowledge of Word, Excel, and PowerPoint (subject to testing during the recruitment process)
2. Able to write and format complex correspondence, including memos and letters
3. Superior time management skills, multi-tasking skills, and the ability to prioritize tasks with minimal supervision
4. Working knowledge of basic HR concepts i.e. WSIB, benefit program administration, attendance management, employment letters
5. High level of sound and independent judgment, reasoning and discretion; ability to maintain high level of confidentiality
6. Ability to adapt to constantly changing work environments
7. Professional, responsive, and positive work attitude is essential
8. Willingness to work in alignment with LIFECARE values.

Qualified applicants may email resume and cover letter
by **Friday, July 16, 2020** to:

Rachel Stanford, Human Resources Manager
St. Joseph's Lifecare Centre, Brantford
rachel.stanford@sjhcg.ca