



Office Administrator –Maternity Leave 14 Month Contract

The South East Grey Community Health Centre is a non-profit organization committed to providing primary care services and health programs to the residents of the Municipalities of Chatsworth, Grey Highlands, Southgate and West Grey. We are committed to building a healthier South East Grey community through: health promotion, illness prevention, and comprehensive, client-centered primary health care.

SEGCHC is currently seeking a full-time (37.5 hours per week) **Office Administrator 14 Month Contract (Maternity Leave)**. The Office Administrator reports to the Chief Executive Director and Finance Manager.

We offer a competitive salary along with HOOP pension and comprehensive benefits package.

Key Responsibilities Include:

1. Perform administrative support to the Chief Executive Director, preparation of annual report and planning for annual meeting, organization and maintaining contract and agreements.
2. Provides corporate support to Board of Directors and various Board Committees including preparation of agendas, compiling and distributing of meeting packages, recording of minutes and maintaining all permanent files.
3. Act as Accreditation lead and coordinator for organization during Accreditation process and during annual quality and planning cycles. Assisting various groups to plan and respond to the Accreditation Standards.
4. Maintain policy and procedure systems through ensuring policies and procedures are current and up to date.
5. Maintain human resource systems including personnel files, administration of pension plan and benefits, and assisting management with recruitment.
6. Provides support to Finance Manager including accounts payable and banking.
7. Responsible for maintaining website, online event calendar and internal online portals.
8. Responsible for the compiling and formatting of a monthly community newsletter as well as maintaining the newsletter distribution list.
9. Act as a data coordinator including BIRT Coordinator, preparing monthly statistical reports, quarterly preparation of a balanced scorecard and all other statistical reports due to the management team, organization, Board of Directors, Ministry of Health and Long Term Care and the SW LHIN.

Qualifications:

1. Post-secondary school diploma or degree in office or business administration an asset.
2. Three to five years of administrative experience with progressive responsibility

3. Excellent interpersonal, oral and written communication skills, ability to maintain a high degree of confidentiality, ability to manage multiple task and work well under tight timelines, strong organizational skills and attention to detail.
4. High degree of proficiency in the use of computers and software applications including Microsoft Office. Experience in Great Plains financial software, website administration, and statistical reporting through JReports/Cognos would be considered an asset.

Please send your resume and covering letter to Lindsay Boyd via email to lindsay.boyd@segchc.ca by 4pm on Thursday, September 12, 2019.