

**POSTING DATE:** April 10, 2024  
**EXPIRY DATE:** April 24, 2024

**POSTING #** 166-24 (Non-Union)

**HURON PERTH HEALTHCARE ALLIANCE  
NOTICE OF VACANCY**

**POSITION:** **ADMINISTRATIVE ASSISTANT, InterHospital Laboratory Partnership  
(IHLP) Regional Program**  
Full-Time

**POSITION SUMMARY:** Under the supervision of the IHLP Director of Laboratories and IHLP Regional Manager, acts as an Administrative Assistant to the Director of Laboratories, IHLP Regional Manager, IHLP CEO Council and IHLP laboratories. The Administrative Assistant organizes an office to coordinate the functions of the hub and partner hospitals into an effective regional laboratory service. Please visit [www.ihlp.ca](http://www.ihlp.ca) for more information on the InterHospital Laboratory Partnership.

**REPORTS TO:** IHLP Regional Manager

**DATE REQUIRED:** As soon as possible

**QUALIFICATIONS:**

**Education:**

- Graduation from a University Program (Business degree preferred) or Medical Office Assistant Diploma
- Additional advanced courses in Microsoft Office
- Affiliation/membership with a professional administrative association an asset (eg. International Association of Administration Professionals (IAAP))

**Experience:**

- Experience as an administrative assistant within the clinical laboratory an asset
- Microsoft Office Software and electronic Document Control Programs such as Omni Assistant
- Working knowledge of statistics

**Abilities:**

- Highly developed ability to organize and prioritize a constantly changing workload
- Excellent interpersonal, verbal and written skills
- Exceptional typing/computer skills
- Ability to independently manage projects and conduct research as necessary
- Ability to make a solid commitment to maintaining a confidential environment
- Ability to interact on a professional basis with a variety of internal and external contacts - from Ministry Ontario Health Team (OHT) representatives, to Healthcare Professionals to Board and Auxiliary members, IHLP CEOs, IHLP Technical Directors and IHLP Laboratory Staff
- Sound decision-making skills, demonstrating initiative and good judgment
- Able to work effectively to meet deadlines
- Valid Ontario Driver's License with access to own vehicle. Travel is required throughout Huron, Perth, Grey, Bruce and Wellington regions with occasional travel to major centers

**Please be advised that we are no longer accepting emailed or paper-based resumes. Please submit a complete resume by visiting our job opportunities page on our website: [www.hpha.ca](http://www.hpha.ca)**

As a part of our commitment to the health and safety of our patients, staff and community from COVID-19, the Huron Perth Healthcare Alliance requires that all staff have received the required doses of COVID-19 vaccine approved by Health Canada.

The Huron Perth Healthcare Alliance is an equal opportunity employer that strives to create a respectful, accessible and inclusive work environment. We know that we are strengthened by a diverse workforce and encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientation and gender identities. Upon individual requests, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection process, please contact Human Resources for assistance.