

**Cornwall Community Hospital
Hôpital communautaire de Cornwall**

**Nursing and Clinical Administration
Job Opportunity
(Non-Union)**

JOB TITLE: Administrative Support Specialist (**Full Time**)

As part of the Cornwall Community Hospital you uphold the mission, vision and ICARE values in order to create a safe environment for patients/clients, families, staff, physicians and volunteers, recognizing “Patient Safety” and our hospital’s “Senior Friendly Strategies” as a top priority in creating a culture of safety and “The Workplace of Choice”.

DUTIES: Provides direct support for various nursing directors/managers and their respective departments working with front line staff & physicians.

QUALIFICATIONS:

Requirements:

- Administrative Assistant Diploma or equivalent experience
- Superior Computer skills: with all Microsoft Office applications, StaffRight, Publisher, Graphic Programs, Sharepoint, ORMED, internet, intranet
- 2 years’ experience as an Administrative Assistant at a senior level
- Ability to work independently and manage multiple and rapidly changing priorities
- Excellent interpersonal, time management and organizational skills with a high degree of confidentiality and discretion
- Flexible to demanding workloads and changing priorities
- Ability to meet deadlines while maintaining a high level of attention to detail and accuracy
- Excellent oral and written communication skills
- High level of initiative, tact diplomacy and discretion
- Ability to transcribe, proof-read and edit documents from rough drafts
- Good knowledge of meeting procedures and ability to transcribe minutes
- Accurate typing speed of 60 w.p.m.
- Functional proficiency in English and French (oral and written)

HOURS: Scheduled, weekdays.

To apply for this position, or if you have any questions about it, please submit your resume to:

Karen Heuer
840 McConnell Avenue
Cornwall, ON K6H 5S5
Tel: 938-4240 ext. 4246 Fax: 938-4073
Email: karen.heuer@cornwallhospital.ca

We thank all candidates for applying; however only those candidates selected for an interview will be contacted.