



Timmins and District Hospital L'Hôpital de Timmins et du district

Si vous souhaitez recevoir cette annonce d'emploi en français, s'il vous plait contactez le département des ressources humaines au kkampman@tadh.com ou par téléphone au 705-267-6371.

Meditech Expanse PMO and Medical (CMIO) Administrative Assistant

POSITION SUMMARY: Reporting to the CIO and CMIO's, this individual will support the Meditech Expanse Project and the Duties involved with the project.

POSITION RESPONSIBILITIES

- Work closely with the Meditech Expanse PMO Team and the CMIO's.
- Privy to the confidential work, must maintain the highest standards of confidentiality.
- In collaboration with Meditech Expanse PMO Team, Meditech Expanse Executive Committee (MEEC) and the CMIO's, will prepare documents and newsletters, organize and schedule meetings as required, prepare meeting agendas and create minutes of those meetings.
- Book and coordinate arrangements for Meditech Expanse PMO Team and the CMIO's, i.e. flights, accommodation and car rental.
- Prepare packages for meetings as required.
- Comply with established hospital policies, practices and standards regarding patient safety and Occupational Health & Safety.
- Provide administrative support for the activities of the Meditech Expanse Project.
- Perform other duties as assigned, from time to time to meet organizational goals and objectives.
- Liaison between all functions with the ability to collaborate between different pillars in the hospital.
- Prepare various regular and ad hoc reports, presentations, minutes & creates, edits and distributes communications on behalf of PMO Team and CMIO's as required.

POSITION REQUIREMENTS:

- Must have a Medical Administrative and/or Business Diploma.
- Must have working knowledge and a background in healthcare.
- 2 years of experience supporting at an executive or management level
- Scheduling experience would be considered an asset.
- Excellent computer skills with knowledge in all Microsoft Office Programs especially Outlook, Word, Access, Publisher, and Excel.
- Excellent interpersonal skills and ability to communicate effectively.
- Advanced organizational skills and ability to prioritize workload.
- Ability to work in a busy environment with concurrent demands, interruptions, and tight deadlines.
- Must maintain regular attendance at work.
- Must have the ability to meet the physical demands of the role.

- The ability to work while sitting most of the day.
- Walking short distances in the hospital required.
- Must possess the ability to provide effective services to clients/patients in both English and French. Individuals who do not meet the language requirements of this posting are invited to submit their resumé for future consideration.
- High emotional intelligence to support executive level members.
- Attention to detail, self-directed, collaborative team player.
- High level of judgement and familiar with business etiquette best practice.

Interested applicants must submit their resumé by Department of Human Resources, Timmins and District Hospital, 700 Ross Avenue East, Timmins, Ontario, P4N 8P2. Telephone (705) 267-6371; Fax (705) 360-6008; Attention: Kayla Kampman, email kkampman@tadh.com .

Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

TADH is committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. TADH is dedicated to building a workforce reflective of the communities in which we live, serve, and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify.

We thank all applicants for their response; however, only those selected for an interview will be contacted.

EXEMPLARY CARE TO NORTHERNERS

WORKING TOGETHER WITH OUR PARTNERS TO IMPROVE THE HEALTH OF NORTHERNERS