



JOB POSTING

Administrative Assistant

- Date Posted:** March 6, 2024
- Location:** Hybrid, minimum one (1) day/week at Markham Head office and working remote
- Status:** Full-time Permanent
- Compensation:** Competitive salary (starting at \$30.45/hr), an industry-leading defined benefit pension plan through HOOPP and comprehensive benefits

About OCINet:

The Ontario Clinical Imaging Network (OCINet) is an independent, not-for-profit corporation and a delivery partner of Ontario Health. OCINet enables the secure storage and retrieval of imaging exams, supports hospitals and integrated community health services centres, and connects radiologists, referring physicians, and specialists with their patients' clinical images province-wide.

For more information about OCINet, please visit: www.ocinet.ca

Opportunity:

OCINet is currently recruiting for the position of Administrative Assistant. Reporting to the President and CEO of OCINet and working closely with the Executive Assistant, this role is responsible for providing administrative support to the OCINet team.

Responsibilities:

- Administrative point of contact for the Head office in Markham
- Providing general administrative support to the OCINet Leadership team.
- Handling of confidential information in a professional manner
- Ability to work minimum of one day at the Markham Head office, along with attend in-person meetings as required, primarily in Toronto and occasionally in other parts of Ontario
- Communication handling including mail, emails, calls or messages. Directing inquiries and providing information as needed. Assisting with drafting of emails and memos if required.



- Prepare and schedule meetings for management, assisting with creation of agendas, action items and follow-ups
- Assisting with expense reimbursements, projects and other initiatives
- Organizing and maintaining information including contact and distribution lists, records, files and databases.
- Office coordination, including conducting inventory in the Markham office, managing office supplies, ensuring equipment is operational, and arranging for repairs or maintenance and managing access to the office.
- Support communications and information sharing with all staff and related documentation management.
- Provide back-up assistance to the Executive Assistant
- Other duties as assigned

Qualifications Required:

- Completion of undergraduate degree or diploma in a related discipline or equivalent experience.
- Minimum of 5 years' experience in a similar role, experience in healthcare is an asset
- Demonstrated work experience with computer software including Microsoft 365 (Word, Excel, Outlook etc.)
- Excellent organizational and time management skills
- Demonstrated professionalism with good problem-solving skills and strong attention to detail
- Ability to work independently, take initiative and exercise good judgement
- Demonstrated ability to attend work on a regular basis
- Strong communication skills with the ability to communicate effectively and efficiently, both verbally and in writing, to diverse audiences and stakeholders
- Demonstrated experience working collaboratively with teams

OCINet is an equal opportunity employer, dedicated to a culture of inclusiveness and diversity reflecting our diverse patients, staff and community alike. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

Apply for this opportunity by submitting your cover letter and resume to employment@ocinet.ca and stating the job title in the subject heading.