

## JOB POSTING #2024/025

### POSITION:

Program Administrative Assistant – Finance - OPSEU

### HOURS OF WORK:

Permanent – Full-Time – 35 Hours Per Week (1.00 FTE)

### EFFECTIVE:

As Soon As Possible

### LOCATION:

Main Office – North Bay

### ADDITIONAL INFO:

Vacant Position

### POSITION SUMMARY:

As a member of the multi-disciplinary team, the Program Administrative Assistant (PAA) will provide administrative support to Finance Services which will include interacting with clients, data entry, file and maintain the electronic filing system, and complete basic accounts payable tasks. The incumbent will also provide primary back-up coverage in shipping & receiving which can also include receiving lab specimens in compliance with the Transportation of Dangerous Goods Regulations and may provide coverage at reception when required. The PAA also: creates and formats accessible compliant documents; edits and maintains program-related intranet and website content; maintains and files information as per our records management guidelines; processes and formats program-related policies and work instructions; and creates and processes purchase orders; and creates agendas and records minutes. The PAA will also be responsible for the inventory, tracking and packaging of Harm Reduction Kits (sterile, single-use injection and inhalations supplies). The PAA provides service that is consistent with the mission, vision, values, policies and standards of the Health Unit.

### QUALIFICATIONS:

#### Education, Experience, Knowledge, Skills & Abilities:

- Two year diploma from community college in Office Administration or a combination of education and work experience considered equivalent
- Minimum of two years related experience
- Experience in procuring services (purchasing and tendering processes)
- Experience with inventory management processes and best practices
- Experience operating and troubleshooting basic hardware/software/peripherals including: virtual meeting hardware and software, webinar tools, etc.
- Experience in organizing meetings, including preparation of agendas, recording and distribution of minutes and documentation, with attention to detail and accuracy
- Knowledge of administrative and clerical procedures and systems
- Working knowledge of general accounting processes
- Knowledge of both hard-copy and electronic records management practices, including record retention requirements
- Knowledge and skills related to creating and editing electronic documents and web content in compliance with best practice standards and in compliance with the (*Accessibility for Ontarians with Disabilities Act*) AODA
- Knowledge of Microsoft Dynamics 365

- Advanced computer skills with demonstrated proficiency in the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams) and Adobe Acrobat. **Please Note:** Formal proficiency tests will be done to evaluate proficiency level in Microsoft Word and Excel
- Excellent verbal and written communication skills
- Excellent organizational, problem-solving, and interpersonal communication skills
- Extensive attention to detail with data entry and data management to ensure quality of reports generated from databases
- Demonstrated skills and accuracy in keyboarding
- Ability to show discretion and appropriately handle confidential information, including personal health information
- Demonstrated ability to set and manage diverse priorities and coordinate multiple assignments to ensure program/service timelines and objectives are met
- Ability to support and project values compatible with the organization
- Committed to providing exceptional client service
- Demonstrated commitment to continuous learning and quality improvement
- Capacity to work standing for prolonged periods of time and to perform physical tasks, including bending, kneeling, and lifting parcels and inventory (weighing up to 50 lbs.)
- Demonstrated ability to interact with clients and colleagues in a respectful, empathetic and professional manner
- Ability to function independently and/or in a team environment
- Reliable and self-motivated
- Ability to work flex hours as required
- Requires a valid “G” or “G2” Ontario Driver’s Licence and access to a reliable vehicle
- Travel between North Bay and Parry Sound office will be required

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit’s immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

**HOURLY RATE:**

Minimum \$28.27 to Maximum \$31.83 (Pay Band 6). \*Please note, the maximum level you can start at is at Level 4 (\$30.88)

**CLOSING DATE:**

Monday, June 10, 2024 at 4:00 p.m.

**APPLICATION PROCESS:**

**If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:**

**Wendy Moore, Human Resources Coordinator**  
**Attention: Job Posting #2024/025**  
**North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or**  
**Email: [human.resources@healthunit.ca](mailto:human.resources@healthunit.ca)**

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

**Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact Wendy Moore at [wendy.moore@healthunit.ca](mailto:wendy.moore@healthunit.ca) for confirmation.**

**Once posting is closed, please refer to website for status of job posting.**

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 Votre partenaire à vie pour vivre en santé.*

[myhealthunit.ca](http://myhealthunit.ca)

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