

## JOB OPPORTUNITY

JOB TITLE: FULL-TIME INTERIM ADMINISTRATIVE ASSISTANT  
JOB REF NO: 16-2019  
DEPT: ADMINISTRATION  
SITE: RAINYCREST LONG TERM CARE  
UNION / NON: NON-UNION

### QUALIFICATIONS:

- A College Diploma in Office Administration, or equivalent knowledge, skills, abilities and experience acceptable to the organization;
- Minimum of two (2) years related experience, or equivalent acceptable to the organization;
- Excellent written and oral communication skills;
- Effective interpersonal skills;
- Excellent organizational, problem solving, negotiation, and decision-making skills and ability to prioritize multiple projects;
- Experience in staff scheduling and staffing management.
- Proficient in using MS Office applications, including MS Word, Excel, and Powerpoint; other computer skills necessary for communication and research
- High standards of ethics and confidentiality to handle sensitive information;
- Ability to work independently as well as in a team;
- Ability to exercise good judgment, show initiative and be proactive;
- Established and proven record as a dependable and competent person excelling in office practices and work organization;
- Dependable with an excellent attendance record
- Familiar with Occupational Health & Safety Workers' rights and responsibilities.
- Familiar with all Acts & Regulations that govern the activities of a Long Term Care Home (ie. MOHLTC, OESA, OLRA)

### RESPONSIBILITIES:

Reporting directly to the Administrator, the Administrative Assistant provides administrative support to the Administrator and Director of Care and acts as an organizational support for the Home. The Administrative Assistant performs the scheduling for nursing staff and assists receptionist as needed regarding call-ins, change of shifts, illness, stats, and late vacation requests, as well as, schedules education for nursing staff.

Interested and qualified candidates are invited to submit their resume and Employment Application form by using one of the following options:

1. Email to: [Human.Resources@rhcf.on.ca](mailto:Human.Resources@rhcf.on.ca)
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.