



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

Coordinator, Administrative Services

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|-----------------------|---|-----------------------|
| Job ID | 26-2D-D3-2B-AA-3F | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=26-2D-D3-2B-AA-3F | |
| Company | Ontario Hospital Association | |
| Location | Toronto, Ontario | |
| Date Posted | From: 2022-05-20 | To: 2022-06-01 |
| Job | Type: Full-time | Category: Health Care |
| Job Start Date | TBD | |
| Job Salary | \$45,000 To \$53,000 per year | |
| Languages | English | |

Description

Position Profile:

The foundation of the Ontario Hospital Association's (OHA) strategic plan is the need to be a strong and healthy association to serve hospitals so that they can change and evolve as organizations within Ontario's health system. The OHA's goal is to serve and actively support its diverse membership. We are committed to leadership and excellence by providing industry-leading guidance and advice to our members. The OHA is an organization whose strength is its people. We achieve our purpose in serving Ontario's hospitals to build a better health system through our core values humility, discovery, and passion. The OHA offers a professional and dynamic work environment and is committed to providing its employees with the right tools to succeed. We recognize and encourage individual and team strengths and promote opportunities for personal growth, achievements, and continuous learning.

The OHA is looking for an organized and passionate individual to join our Centralized Administrative Services team within the Business Planning and Strategy Division. You are a self-starter and results driven individual, with exceptional organizational and interpersonal skills. You value the importance of accurate corporate records and have experience in corporate records management (CRM). Your project management experience round out your diverse skillset.

You are a great listener and your communication style, energy and self-confidence make people want to work with you. You thrive in a fast-paced environment, can handle multiple projects simultaneously and you have a strong sense of accountability for your work and the service that you and your team provide to your colleagues and the organization.

The Position:

Reporting to the Lead Coordinator, you will be:

- providing support to the entire OHA team
- supporting various committees and task forces
- preparing routine replies to incoming correspondence
- coordinating in person and hybrid (online) meetings
- preparing and distributing agendas, booking meeting rooms and managing catering requests
- maintaining accurate and up to date files
- developing spreadsheets and maintaining accurate corporate records including, but not limited to, corporate contact and committee membership lists
- preparing cheque requisitions, and processing invoices
- preparing vendor contract requests for approval

Education Requirements

The ideal candidate has post-secondary education and at least three years of related administrative and project coordination experience. You have excellent oral and written communication skills and can confidently interact with internal and external stakeholders at all levels. You are detail-oriented, organized, and are energized when juggling multiple projects in a fast-paced environment where strict attention to detail and accuracy are crucial. Finally, you bring a high level of enthusiasm to your work and thrive in a small, high performing, dynamic team.

The candidate must be fluent in computer applications (MS Word, Excel, PowerPoint, Outlook). Confidence in the

extraction, manipulation, analysis, and visually appealing data presentations is required. Advanced Excel experience is an asset.

The ideal candidate might be described as dynamic, positive, collaborative, persuasive, resilient, driven and results-oriented.

Work Environment

The OHA is a not-for-profit Association. Our purpose is serving Ontario's hospitals to build a better health system. At the OHA, our members are at the heart of everything we do. Through advocacy, knowledge transfer and member engagement, labour relations and improved access to data and analytics, the OHA is enhancing the direct services it provides to members.

Interested in helping the Ontario Hospital Association (OHA) build a better health system

We can offer you a fulfilling role, an inspiring and creative place to work, and the chance to change the health care system (for the better) – and oh yeah, have a lot of fun in the process. As you may know, employee engagement is key in the success of any business, and the OHA is proud of our 99 percent employee engagement rate.

Need more proof the OHA is a great place to work? Well, how about this? We've been recognized as one of the Best Workplaces in Canada, five times, as well as Best Workplaces in Canada for Women.

In serving Ontario's hospitals to build a better health system, the OHA is a dynamic organization offering innovative education, tools, and practices that enable people to deliver effective, safe and efficient health care. For more information visit www.oha.com.

How to Apply

Click "Apply Now"

The OHA is committed to fostering a climate of equity, diversity, inclusion, and accessibility. We welcome and respect the diversity of all members of our community. We welcome applications from Black individuals and Persons of Colour, Indigenous Peoples, women, persons with disabilities, LGBTQ2+ persons, and others who may contribute to the further diversification of ideas within our community. OHA is committed to fair assessment of a candidate's abilities, and consideration for diversity of thought, method, and experience, including non-traditional career paths.

The successful applicant must be fully vaccinated against COVID-19 (as defined by the Government of Canada) or have a valid vaccination exemption pursuant to the Human Rights Code. Further, they must provide proof of vaccination (or a valid exemption) prior to the start date, provide updated information as necessary, and comply with any ongoing vaccination-related requirements.

Potential applicants are invited to submit a resume and covering letter by June 1, 2022. If contacted for an interview, please inform us should accommodation be required.