



# 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.Link's 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Program Administrative Assistant

<b>Job ID</b>	<b>BC-69-15-7B-07-60</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=BC-69-15-7B-07-60">https://careers.indigenous.link/viewjob?jobname=BC-69-15-7B-07-60</a>	
<b>Company</b>	Interior Health Authority	
<b>Location</b>	Cranbrook, British Columbia	
<b>Date Posted</b>	From: 2018-07-20	To: 2019-01-16
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Languages</b>	English	

### Description

Interior Health is looking for an experienced, highly efficient and self-directed full time Program Administrative Assistant to join the Administrative Team at the East Kootenay Regional Hospital in Cranbrook, B.C.

In accordance with the established vision and values of the organization, the Program Administrative Assistant works in a team environment to provide confidential administrative support functions to the Administrator for the program and other management staff as required.

The Program Administrative Assistant serves as a vital linkage and communication source to keep the program informed and aligned to its priorities. Responsibilities include: coordinating essential services planning; organizing workflows; determining priorities; composing confidential correspondence for signature; designing and creating correspondence, documents, presentations, orientation packages, and spreadsheets (including data entry) for authorization by the management team; maintaining the integrity and confidentiality of all information which flows through, and is processed for management as it pertains to client care, operations, personnel, labour relations, finance, and public affairs; and supporting the Administrator in setting the positive, collaborative, efficient tone for the program.

#### SOME TYPICAL DUTIES AND RESPONSIBILITIES:

1. Discusses inquiries for information with a variety of internal and external contacts in order to obtain and disclose information. Answers routine inquiries and complaints by determining the nature of the issues and provides information directly or through correspondence.
2. Supports the Administrator and management team in coordinating essential service planning and completing the required documentation associated with Human Resources including: on staff and change notices, payroll removal forms, payroll queries, vacation planning and leave approvals, and travel reimbursements.
3. Initiates follow-up processes with staff and others. Resolves day-to-day problems as required, evaluates operating procedures, and advises management as necessary. Drafts correspondence/ reports as requested. Prepares spreadsheets, graphs, flow charts, and statistics as required.
4. Provides general administrative support by:
  - opening and screening daily mail
  - coordinating photo id for new and transferring staff, name and title changes, temporary IDs, Code White Team, door access, etc.
  - acknowledging letters and composing correspondence for signature
  - providing supporting information where required
  - proofing mailings for spelling, grammar, and clear understanding
  - preparing and typing correspondence, memoranda, minutes, confidential reports, and other documents
  - responding to administrative requests and inquiries
  - protecting the security of confidential information by maintaining private files and typing private correspondence.
5. Provides assistance on projects by collecting data requiring the evaluation and determination of available sources. Assembles and edits reports in an appropriate format.
6. Assists with maintaining the (program, department, etc.) web page.
7. Coordinates and standardizes the implementation of technology (new and existing) within the program.
8. Sets up and maintains manual and computerized filing systems for all correspondence and administration files. Maintains materials such as policy and procedure manuals.
9. Coordinates meeting schedules and calendars by prioritizing and arranging appointments and canceling and/or rescheduling meetings as required, ensuring that schedules are manageable.
10. Coordinates all administrative logistics for meetings, events, education sessions, workshops, video conferences, and teleconferences including appropriate space, equipment, and materials.
11. Provides input to new policies, processes, quality improvement activities, and the development of strategies.
12. Attends and acts as a recorder for confidential meetings such as management meetings. Transcribes minutes and distributes accordingly. Follows up on action items as required, prepares agendas, and circulates necessary materials for meetings.
13. Ensures appropriate supplies and support materials are available and equipment is in working order.
14. Liaises and coordinates with other Interior Health Administrative Assistants, as necessary, to facilitate the many shared matters of daily business.
15. Performs other related duties as assigned.

Interior Health offers work-life balance with competitive wages, excellent employee benefits, professional development and educational leave in a larger-than-life landscape and four seasons playground.

For a challenging, growth-oriented career in a beautiful natural setting where balanced lifestyle choices abound, come to Interior Health and join our quest to set new standards of excellence in the delivery of health services in the Province of B.C.

Come live, work and play where others only vacation. Make a difference. Love your work. Apply today!

**Experience**

• Three to five years of recent, related experience including experience working with various computer software programs.

**Education Requirements**

• Grade 12 diploma and graduation from a recognized secretarial program.

**Essential Skills**

• Ability to communicate effectively, both verbally and in writing.

• Ability to deal with others effectively.

• Ability to organize workload and set priorities.

• Ability to work without supervision.

• Ability to type 50 wpm and set up letters, reports, etc. in a professional format.

• Knowledge of applicable computer hardware and software programs and ability to perform web-based searches.

• Ability to operate related equipment.

• Physical ability to perform the duties of the position.

**How to Apply**

<https://jobs.interiorhealth.ca/job/cranbrook/program-administrative-assistant/602/8735870>