



# 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

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/13

## Coordinator, Administrative Services

<b>Job ID</b>	<b>E5-0D-FC-DD-A6-D9</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E5-0D-FC-DD-A6-D9">https://careers.indigenous.link/viewjob?jobname=E5-0D-FC-DD-A6-D9</a>	
<b>Company</b>	Ontario Hospital Association	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2024-03-26	To: 2024-04-12
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Job Salary</b>	\$48,897 To \$55,009 per year	
<b>Languages</b>	English	

### Description

#### Background:

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 great listener and your communication style, energy and self-confidence make people want to work with you. Your project management experience round out your diverse skillset.

#### The Position:

Reporting to the Lead Coordinator, you will be:

- providing administrative support to the entire OHA team
- supporting various committees, working groups, 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 records management (CRM) contacts and committee membership lists
- liaising with hotels to book event space, accommodations, and all logistics required for the event
- building surveys to obtain members hotel requirements, dietary restrictions, accessibility

requirements, etc.

- preparing cheque requisitions, and processing invoices
- preparing vendor contract requests for approval

The Candidate:

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. Working with hotels to coordinate and expedite all event logistics and maintaining accurate corporate records is an asset. 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.

**Don't Meet Every Requirement**

If you're excited about working at the OHA but your past experience doesn't quite align with every qualification of this posting, we encourage you to apply. You just might be the right candidate for this or other roles. We are always looking for great talent to join our team.

**Why Join the Ontario Hospital Association (OHA)**

Join us in serving Ontario's hospitals to build a better health system. As a not-for-profit association, the OHA offers you a fulfilling role supporting our members through advocacy, knowledge translation and member engagement, labour relations, and data and analytics.

An inspiring and creative place to work, the OHA is your opportunity to change the healthcare system for the better, while having a lot of fun. You'll also be welcomed into a supportive and inclusive environment built on our core values of:

Humility - we listen to and respect the view of others

Discovery - we explore new ideas and possibilities

Passion - we bring energy and enthusiasm to what we do

**Work Environment**

**Our Culture**

The OHA is committed to fostering a climate of equity, diversity, inclusion, and accessibility. 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 diversity of ideas within our organization. We are committed to the fair assessment of each candidate's abilities, and consider their range of experience, including non-traditional career paths.

Employee engagement is key to the success of any business, and that's why the OHA is proud of our 100% employee engagement rate. We consistently survey staff to ensure we can respond to their needs and engage in meaningful conversations to improve our corporate culture. It's why we've been recognized as one of the Best Workplaces in Canada (five times!). Our 2022 Best Places to Work award from Human Resources Director demonstrates our commitment to a culture that upholds diversity, equity, inclusion, mental health, wellness, and compassionate leadership.

As we search for qualified candidates to join our team, their fit with our culture and values are just as

important.

## **Other**

### **Our Perks**

Joining the OHA gives you access to a multitude of benefits including:

- The Healthcare of Ontario Pension Plan where the OHA matches your contributions.
- Fully paid extended health and dental benefits, including travel insurance.
- Access to a comprehensive Employee and Family Assistance Program.
- A performance management program that provides an annual performance pay on top of your base salary.
- Coverage up to \$1,000 for home office expenses for new staff.
- A Lifestyle Spending Account with \$600 to spend on care and wellness.
- Tuition assistance and professional development support (\$2,000 for general education or \$5,000 for a master's program).
- Flexible work schedule - work from home 3 days per week, onsite hours (10am to 4pm), and summer hours with alternate Fridays off.
- Start with 3 weeks of vacation which increases based on years of service.
- Extra time off including corporate office closure during the December holiday season, 4 life days and 1 anniversary day.
- Peer-to-peer recognition programs where we celebrate each other's successes.
- Fun staff events and activities to support engagement and team building.

### **How to Apply**

Click "Apply Now"

Potential applicants are invited to submit a resume and covering letter by April 12, 2024. We value the unique skills and experiences each person brings to the OHA and are committed to creating and maintaining an inclusive and accessible environment. We are committed to the requirements of the Accessibility for Ontarians with Disabilities Act. If contacted for an interview, please inform us should accommodation be required.

#### **Application Process and Requirements:**

All applicants must be legally entitled to work in Canada. 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. We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

**WE ARE AN EQUITABLE AND INCLUSIVE EMPLOYER.**