

## **Job Description: Administrative Assistant - Primary Care Networks**

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### **Division Summary**

The North Shore Division of Family Practice (the Division) is a local non-profit and part of a province-wide initiative designed to improve patient care, increase family physician influence on health care delivery and design, and enhance professional satisfaction for physicians. The Division is led by a Board of Directors with over 200 Family Physician members providing care on the North Shore.

### **Job Summary**

Reporting to the Director Primary Care Networks (PCN) or delegate, and working as part of the Division's PCN team, the Administrative Assistant supports the PCN leadership team and committees by providing logistical support, following up on action items, preparing and distributing communication materials, processing invoices and expenses, maintaining databases, and conducting general administrative support duties.

### **Primary Duties and Responsibilities**

- Provides administrative support to the Primary Care Networks leadership team, committees, and working groups.
- Provides scheduling and logistic support for meetings, takes minutes, distributes meeting materials, and follows up on action items as necessary.
- Supports communications by developing and distributing public material, responding to enquiries from physicians, PCN team members, and the public through multiple channels, including telephone, email, written correspondence, and newsletters.
- Assists in the coordination of PCN events by organizing venues, catering, event materials, and registration.
- Supports financial administration by processing invoices, accounts payable, contracts, banking, and related documents for approval, payment, and filing.
- Administers and maintains databases by entering data, managing user accounts, and ensuring information is accurate and current.
- Supports program evaluation activities by collecting information and collating data.
- Perform general office duties as required.
- Covers and/or assists other departments when necessary.

### **Required Qualifications**

- University degree, or high-school graduation and related post-secondary education, and one year administration or research experience, preferably in a health-care or non-profit setting.
- Excellent interpersonal and relationship building skills with proven diplomacy and customer service orientation.
- Excellent verbal, written and organizational skills, and attention to detail.
- Proven experience with meeting scheduling and logistics, preparing and distributing materials, and taking accurate minutes.
- Experience with efficient office organization, including establishing and maintaining electronic and paper files.
- Able to perform multiple tasks, balance priorities and meet deadlines without close supervision.
- Able to work independently and as a member of the team.
- High proficiency in Word, Excel, Outlook, PowerPoint and Internet Explorer.

**Hours of Work:**

The hours of work are from Monday through Friday during regular office hours 9 am – 5 pm; however, some flexibility of hours will be required for evening and/or early morning events and meetings.

August 2020