



WE ARE HIRING A PART TIME ADMINISTRATIVE ASSISTANT

COME AND JOIN OUR
MULTIDISCIPLINARY TEAM AND MAKE
A DIFFERENCE IN COMMUNITY HEALTH
AND WELLNESS IN PENDER HARBOUR

Do you have strong administrative skills and are looking to make a difference to community health and wellness? Are you interested in team based care and being part of a small team of dedicated and passionate staff?

If you said yes then the Pender Harbour Health Centre may be a perfect fit for you.

ABOUT THE PENDER HARBOUR HEALTH CENTRE

The Pender Harbour Health Centre is a long established Community Health Centre (CHC) in Madeira Park on the beautiful Sunshine Coast of BC. We serve a resident population of over 3,000 with additional summer residents. We are looking for a Part Time Administrative Assistant to work alongside our multidisciplinary team.

The Administrative Assistant works in a team based environment to provide confidential administrative support functions to Health Centre Leadership and program staff as required. The Administrative Assistant is responsible for a variety of administrative tasks, including data entry, filing, preparing routine correspondence, monitoring emails and supporting fiscal needs. This person will also assist with clinic inventory and ordering, cleaning and organizing medical equipment, and coordinating deliveries. The Administrative Assistant will need strong organizational skills, attention to detail, and ability to multitask to help ensure smooth Health Centre operations.

THE ADMINISTRATIVE ASSISTANT ROLE

This temporary part time (0.4FTE) position based onsite at the Pender Harbour Health Centre. The schedule is Tuesday - Wednesday, 8.00am - 4.00pm, 15 hours weekly. The compensation for this role is \$22.00 - \$25.00 per hour depending on education and experience. This role includes paid sick time and paid vacation.

Duties and Responsibilities

- Provides administrative and secretarial support by monitoring emails, preparing correspondence and gathering data
- Handling phone calls, emails, and other correspondence while prioritizing urgent matters and maintaining professional communication
- Responds to a variety of internal and external inquiries and provides information directly or referring to appropriate area or individual
- Maintaining and organizing files, records, and documents in digital and physical formats for easy access and retrieval
- Supports scheduling and coordination of meetings, speaking engagements, and/or conferences
- Manage calendars, schedule appointments, and book meetings or meeting rooms
- Prepare, edit, and proofread documents like reports, letters, invoices, and presentations
- Responsible for filing confidential administration and patient records and scanning documents to ensure effective storage of documents
- Ordering office supplies, managing inventory levels, and coordinating equipment maintenance to ensure a well-stocked and efficient clinic
- Liaising with clients, vendors, and internal staff to relay information, schedule appointments, and support health centre operations.
- Ensuring confidentiality and accuracy when handling sensitive information, company records, and financial documents
- Assists in the preparation of accounts payable and account receivable tasks
- Performs other related duties as assigned

Key Requirements

Qualifications

- Grade 12
- Certificate from a recognized office administration certificate program, plus
- One-year recent related experience; or an equivalent combination of education, training and experience.
- Current valid BC Driver's License.
- Ability to type at 55 nwpm

Desirable Skills

- Ability to operate a computer using a variety of desktop technology and other standard office equipment
- Proficiency in office software like Microsoft Office, Google Workspace, and scheduling tools to manage tasks efficiently
- Strong written and verbal communication to draft emails, prepare reports, and interact with clients and team members
- Organization and time management to handle multiple tasks, prioritize work, and meet deadlines
- Attention to detail for accurate data entry, proofreading documents, and maintaining records
- Basic records management (file organization, naming and storing documents so they're easy to find)
- Discretion and confidentiality when handling sensitive information, such as financial records or employee documents
- Teamwork and interpersonal skills (supporting multiple people, working with different departments, staying professional under stress)
- Physical ability to perform the duties of the position

Send your Cover Letter and Resume to:



nick.gaskin@penderharbourhealth.com

For more information on the PHHC, visit our website at:



<https://penderharbourhealth.com/>