

## **Administrative Assistant - Medical**

**Part Time 35 hrs/week 12 week Summer Contract**

### **Quest Community Health Centre**

Quest Community Health Centre is a dynamic non-profit, interdisciplinary health care organization. Our holistic model of care focuses on primary care, illness prevention, health promotion, community capacity building and service integration. Quest delivers healthcare that addresses the underlying social determinants of health, such as poverty, housing, unemployment and food security, all which have a significant impact on health outcomes.

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Quest is looking for summer student to help out with the variety of administrative functions. This position provides administrative support by performing duties such as drafting correspondence/referrals and scanning maintaining electronic charts and files.

#### Skills Required:

- Proficiency in the use of various computer software.
- Have excellent interpersonal and communication skills
- Have the ability to establish their own priorities to ensure that all deadlines are met and that work flows efficiently
- Highly motivated, well-organized and flexible to adapt to various situations.
- Strong organizational and time management skills to handle multiple assignments and changing priorities.

#### To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- The successful candidate must be available to work in Niagara region.

Monday to Friday 9:00am-4:30pm

Please reply with cover letter and resume quoting Job Posting name by May 15<sup>th</sup> to [mjelin@questchc.ca](mailto:mjelin@questchc.ca)