

JOIN OUR TEAM

Executive Assistant/HR Coordinator –Full time, Permanent, Quest Community Health Centre

Quest CHC 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 CHC 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.

Quest CHC is committed to providing high quality primary health care and social services to residents throughout the Niagara Region.

Qualifications include:

- Successful completion of post-secondary education in business or a related discipline.
- Education and experience in Human Resources administration is an asset.
- Experience working with volunteer Boards of Directors and committees of the Board.
- Experience in project management and/or event planning and asset.
- Ability to apply knowledge of principles, methods, practices and legislation related to Human Resources and Office Administration.

QUEST CHC OFFERS:

Salary Range: \$ 51,658- \$63,851

PLUS: HOOPP (Pension Plan), \$1,000 annual training funding

Program Area: Administration

Employment Status: Full time, Permanent

Hour: 37.5 per week

If you enjoy being part of a team environment, and share our passion for providing a particularly innovative model of health care, send your cover letter and resume to hr@questchc.ca. Only those selected for an interview will be contacted.

For a detailed job description, visit our website at www.questchc.ca.

We are committed to workplace equity and diversity, and encourage submissions from equity-seeking groups who identify based on ability, cultural background, race, sexual orientation and/or gender.