

Administrative Coordinator
Quest CHC General Services
Full Time Permanent

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 of which have a significant impact on health outcomes.

We are committed to providing high quality primary health care and social services to residents throughout the Niagara Region. As such, Quest supports and encourages opportunities for continuous learning and career growth for our team.

Summary:

The Project and Administrative Coordinator provides a wide variety of advanced project coordination, administrative direction and financial support including payroll, preparation of budgets, reports, reconciliations, remittances. The incumbent is also responsible for oversight of information technology processes, equipment and facilities and assists with decision making and problem resolution.

Qualifications include:

- Successful completion of post-secondary education in Accounting including payroll.
- Certificate in project management.
- 2 to 4 years of related experience.
- Ability to communicate effectively in English, both in writing and orally.
- Ability to problem-solve and apply sound judgment.
- Advanced Computer skills with proficiency in MS Word, Excel, project management and financial software.
- Knowledge of principles, methods, practices and legislation related to accounting, project management, information technology and office administration.
- Advanced payroll management skills.
- Ability to perform in an environment with frequent interruptions and short deadlines.
- Ability to communicate effectively orally and in writing and the ability to deliver presentations.
- Highly motivated, flexible and well organized.
- Willingness to continuously upgrade skills and remain professionally current.

If you enjoy being part of a team environment, and share our passion for providing a particularly innovative model of Primary health care, send your cover letter and resume to mjelin@questchc.ca. For a detailed job description, visit our website at www.questchc.ca.