

## **JOIN OUR TEAM**

### **Administrative 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.
- 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.
- Ability to communicate effectively orally and in writing and the ability to deliver presentations
- Experience in project management and/or event planning and asset.

#### **QUEST CHC OFFERS:**

**Salary Range:** \$ 56,725.27 to \$ 70,114.11

**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](mailto:hr@questchc.ca).

For a detailed job description, visit our website at [www.questchc.ca](http://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.