

**PERTH & SMITHS FALLS DISTRICT HOSPITAL
INTERNAL JOB POSTING
NON-UNION**

DATE: June 11, 2024

DEPARTMENT: Administration

POSITION: Lumeo Training Administrator
Temporary Full Time (until March 31, 2025)

Summary of Duties:

Under the general direction of the Lab Manager & Lumeo Program Lead, the Lumeo Training Administrator provides administrative and professional resource support to the Lumeo Program Lead to support the activities of the Lumeo Project throughout the Hospital.

The Administrator will provide support by planning, organizing and coordinating a daily variety of administrative tasks and special projects. The ability to work independently and function well under pressure while meeting deadlines is essential.

Duties and Responsibilities

Administrative Support for the Lab Manager and Lumeo Program Lead:

- Daily Support of Program Lead and Trainers
- Support Training activities & ELearning Portal
- Room Setup and Attendance tracking
- Manage calendars, schedule meetings, book meeting rooms, confirm attendance, track meeting changes and inform the attendees.
- Maintain an up-to-date calendar of upcoming events and priorities and coordinate meetings as required.
- Control telephone communications by determining the urgency of calls inquires and requests for meetings.
- Receive, sort and review all incoming correspondence; investigate and verify requests; determine to whom these should be directed; recommend specific action and ensure follow-up in a discreet and professional manner.
- Photocopy, collate, fax, scan, email and distribute documents.
- Implement and/or maintain organized filing system.
- Performs work in accordance with provisions of the Occupational Health and Safety Act regulations and all hospital policies and procedures related to occupational health and safety.
- Execute and manage projects by assisting in research activities and compiling the necessary data with accuracy and attention to detail by following the defined project methodologies.
- Provide administrative and project management support.
- Responsible for document control and records management. Tracking workflow, schedules, projects and committee decisions to ensure paperwork is complete and accurate and ensures follow-up services are provided in a timely and professional manner.

- Plan, prepare and coordinate the distribution of notices, agendas and all other pertinent documents. Ensure timely distribution of same to participants.
- Attend meetings, record minutes, consolidate feedback and assemble into a final version. Distribute minutes and relevant information to the meeting attendees.
- Prepare documents, reports and spreadsheets for review as needed.
- Receive, collect and assimilate draft documents into a finalized version (including proofread documents for grammar and spelling errors, formatting and editing).
- Draft routine responses for signatures; research and collect relevant documentation regarding complex responses.

Education:

- Diploma from a recognized institution in the Medical/Office Administrative Program

Experience & Qualification Assets:

- Advanced proficiency of computer software including Microsoft Office applications.
- Advanced experience with Meditech Magic Office.
- Superior time management, organization skills and ability to multi-task.
- Strong communication, interpersonal and public relations skills.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated requirements.

Shifts: Weekdays primarily, although may require flexibility of hours to achieve deadlines

Salary Range: \$30.45 - \$34.45 per hour

Interested applicants are invited to send a resume and letter of application, in confidence, by
Wednesday June 19 at 4pm to HR@psfdh.on.ca

The Human Resources Department
Perth and Smiths Falls District Hospital
60 Cornelia Street West
Smiths Falls, Ontario K7A 2H9
Email – HR@psfdh.on.ca
Fax - (613) 283-0520
Telephone - (613) 613-283-2330 ext. 1132
Website - www.psfhdh.on.ca

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance. We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.