

## Job Details

**Job Title** Health & Safety Administrative Assistant, Lawson

**Job ID** 55769

**Location** Lawson Health Research Institu

**Full/Part Time** Full-Time

**Regular/Temporary** Regular

**Favorite Job** ☆

### Posting Period

Open: November 29, 2016

Deadline: December 12, 2016

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

### Department Name

Lawson Health Research Institute (LHRI)

Lawson Health Research Institute (LHRI) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

Reporting to the Manager, Research Personnel, Lawson, the Health & Safety Administrative Assistant will provide administrative, clerical and team support for the Lawson Health and Safety team. The Administrative Assistant will ensure training requirements are met for all Lawson Research Employees, ensure chemical safety quizzes are marked and recorded, create certificates of completion, and organize chemical training. The incumbent will be responsible for coordinating and attending Health and Safety Committee meetings and keeping minutes. Additionally, the Administrative Assistant will provide administrative support for Lawson's lab coat program, Health and Safety statistics reporting, assist with orientation for new Lawson Administration employees, and assist with special projects as required.

**Rate of Pay:** Commensurate with experience

**Hours of Work:** 37.5 hours per week

### Qualifications

- Successful completion of a college diploma or university degree, preferably in Human Resources or Business Administration
- Recent experience in an office setting preferred
- Demonstrated proficient computer skills including: Microsoft Word, Excel, PowerPoint, Access, Outlook, and the Internet
- Demonstrated effective organizational skills involving time management and prioritization
- Demonstrated thoroughness and attention to detail
- Recent experience in preparing minutes and reports
- Demonstrated ability to work independently and as a member of a team
- Demonstrated initiative, self-direction and excellent judgment in a challenging work environment
- Excellent customer service skills
- Effective interpersonal and communication skills (both verbal and written)
- Demonstrated knowledge of and commitment to patient and staff safety
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory vulnerable sector police check (original document) completed in the last 8 months.