

Job Details

Job Title Temporary - Lawson, Administrative Assistant

Job ID 65099

Location Victoria Hospital

Full/Part Time Casual

Regular/Temporary Temporary

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Posting Period

Open Date: March 20, 2019

Closed Date: March 26, 2019

Non-Union

Department Name

Lawson Health Research Institute (Lawson) 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.

The successful applicant will be part of a growing pediatric neuromuscular research program. Responsibilities will include assisting team members with clerical duties. The position will include data entry, filing, minute taking, scheduling, database management and development and general office duties.

Rate of Pay: To commensurate with experience

Hours of Work: Up to 20 hours per week

Duration: April 1, 2019 - July 1, 2019 with the possibility of extension

Qualifications

- Education required - Secondary School Diploma
- Clerical experience an asset
- Experience with REDCap preferred
- Ability to work in a team environment as well as independently
- Detail-oriented with strong organizational skills
- Proficient time management skills, ability to meet tight deadlines
- Responsible and Self-motivated with the ability to take initiative in an environment with limited supervision
- Strong work ethic
- Ability to follow instructions and complete assignments in a timely manner
- Available to work a flexible schedule
- Ability to attend work on a regular basis
- Proficient in Word and Excel
- Experience with SPSS, IWRS/IVRS and powerchart an asset
- Experience with Research Ethic Board submission and correspondence an asset
- Excellent communication skills both verbal and written
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- 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.

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 Police Information Check (original document) completed in the last 3 months.