

Job Details

Job Title Temporary - Lawson, Administrative Research Assistant -
Department of Cardiology Research Heart Rhythm Program
Location University Hospital

Job ID 65444

Full/Part Time Full-Time

Regular/Temporary Temporary

Favorite Job ☆

Posting Period

Open Date: April 16, 2019

Closed Date: April 29, 2019

Non-Union

The Administrative Research Assistant is primarily responsible for providing clerical/administrative support to the Project Manager & Research Executive Assistant to Dr. Tang.

Rate of Pay: \$21.55 per hour - \$23.09 per hour

Hours of work: 37.5 hours per week

Duration: May 10, 2019 - April 30, 2020

Qualifications

- Minimum 2 years recent related experience in a busy office
- Demonstrated ability to organize and prioritize effectively and accurately in a setting of competing demands while maintaining accuracy
- Demonstrated excellent communication skills (both verbal and written)
- Ability to maintain confidentiality
- Ability to work independently and make decisions. Good judgment, initiative, tact and professional attitude in the workplace;
- Adaptable, flexible and resourceful. Ability to multi-task and meet deadlines.
- Greets patients and/or visitors, answering or redirecting inquiries
- Screens and prioritizes all inquiries (verbal, written, email, telephone) – both internal and external – redirecting as necessary
- Prepares and/or transcribes physician reports, letters and memos, as requested
- Maintains physician(s)'s electronic calendar
- Opens incoming mail/faxes, sorts, itemizes, dates and distributes mail in order of importance, replying and redirecting as necessary
- Processes outgoing mail/faxes, courier, photocopying as needed
- Creates, maintains and purges electronic and paper office files
- Orders and receives office supplies and maintains office equipment
- Schedules travel and books accommodations for physician(s)
- Schedules meetings, booking rooms, circulating notices and agendas
- Prepares and distributes appropriate meeting materials as needed
- Serves as recording secretary, preparing and distributing minutes and correspondence
- Prepares monthly, quarterly and annual statistical reports
- Prepares and distributes monthly/quarterly or annual on-call schedules
- Acts as a resource to other Medical Secretaries, students and volunteers, as requested
- May enter exception time for self-and/or physician's research staff as required for pay purposes

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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.