

**Exciting  
Health Care Opportunities  
Education Assistant (Administrative)  
Full Time**

**Qualifications:**

(Certificate or diploma in office management administration preferred)  
Excellent office management skills (Minimum 1 year of related experience preferred)  
Proficiency in MS Office, Word, Excel, PowerPoint, Outlook, Internet, etc.  
Focused attention to detail, methodical, self-motivated, and task-oriented  
Excellent organizational and planning skills  
Excellent written and verbal communication skills  
Excellent time management skills  
Proven ability to work independently and within a team environment

**Responsibilities:**

Organizes, monitors and assists with all aspects of Staff Education office administration  
Provides clerical support for Staff Education department activities and associated initiatives  
Interacts successfully to meet the needs of managers, employees, vendors and education providers  
Creates, modifies and reviews documents, records, reports, and presentations  
Organizes, files and retrieves Staff Education documents, records, reports, calendars, etc.  
Performs all other duties as assigned or directed by the Non-Clinical Instructor/Trainer

**Salary:** Commensurate with qualifications & experience  
Competitive benefits package included

**Closing Date:** When Filled

**Submit Application to:** Human Resources Recruitment  
Box 909  
Sioux Lookout, On P8T 1B4  
807-737-3030 Ext 4057  
Email: [careers@slmhc.on.ca](mailto:careers@slmhc.on.ca)  
Fax: (807)737-6263

**Competition No.** NADMN 09/18  
Please quote on your application



SIoux LOOKOUT  
**Meno Ya Win**  
HEALTH CENTRE

Please visit our website [www.slmhc.on.ca](http://www.slmhc.on.ca) for more information.

*Only those candidates selected for an interview will be contacted. We thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process.*

*SLMHC is an equal opportunity employer and a scent-free facility*