

Administrative Assistant
Full-time Permanent
Annual Salary: \$47,624 - \$52,568

The Timmins Academic Family Health Team (TAFHT) is seeking an organized and detail-oriented Administrative Assistant to provide support to the leadership team, including the Executive Director, Director of Finance and Human Resources, and the Board of Directors. This role plays a vital part in the day-to-day operations of the organization by managing schedules, coordinating meetings and events, preparing communications and reports, supporting governance functions, and maintaining accurate records and systems.

Primary Responsibilities (not inclusive)

- Provide confidential administrative support to the leadership team and Board of Directors.
- Coordinate meetings, interviews, and organizational events, including scheduling, preparing agendas, taking minutes, and distributing materials.
- Support the governance process by assisting with meeting logistics, documentation, and communication for the Board of Directors.
- Organize and maintain electronic records, contracts, policies, and board documentation.
- Manage the onboarding and offboarding process for staff, students, and volunteers, including internal coordination and checklist tracking.
- Administer the biometric time clock system, including setup, troubleshooting, and bi-weekly activity audits.
- Complete monthly visa reconciliation and track organizational expenses in collaboration with the Director of Finance and Human Resources.
- Maintain organized and accurate electronic filing systems and assist with policy and document management.
- Provide support with purchasing and procurement tasks as needed.
- Perform occasional local travel for business-related tasks such as banking or picking up supplies.

Education, Qualification and Skills

- Diploma or degree in Office Administration, Business Administration, or a related field.
- Minimum 3-5 years of administrative experience, preferably in a healthcare or executive setting.
- Demonstrated experience supporting senior leadership and managing multiple administrative workflows.
- Proficient in Office 365 applications (Outlook, Word, Excel, OneNote, Teams, PowerPoint), Adobe, and videoconferencing platforms.
- Excellent written and verbal communication skills, with strong attention to detail, professionalism, and discretion.
- Strong organizational, time management, and problem-solving abilities with the ability to work independently and collaboratively.
- Bilingualism French and English communication, spoken and written an asset.

Additional Job Requirements

- Must adhere to all TAFHT Policies and Procedures.
- Must be legally entitled to work in Canada.
- This position is in Timmins ON, the position requires working in office and on site.
- Proof of COVID-19 vaccination is required and a condition of employment.
- Valid Ontario Driver's License and be able to travel within the community.

The above responsibilities are not to be considered all inclusive; and may be assigned other related duties in the interest of efficient operations of the Family Health Team.

This position reports directly to the Executive Director. The location of this position could be the Administration, Algonquin West, 101 Mall, Algonquin East, Third Avenue site or any other location within Timmins. The employer reserves the right to modify the location/site.

Why Join Our Team:

- Join a dedicated team making a meaningful difference in the lives of patients by supporting primary care services in our community.
- Work with a supportive, team-oriented environment that encourages collaboration, innovation, and personal growth.
- Receive a competitive salary and comprehensive benefits package, including health and dental coverage and enrollment in the Healthcare of Ontario Pension Plan (HOOPP).

How to apply:

Qualified applicants are invited to submit their cover letter and resume to humanresources@tafht.ca. To learn more about our team or review the full job description, visit our website at www.timminsfht.ca

TAFHT offers a comprehensive benefits plan, including health and dental coverage, HOOPP, paid vacation and additional paid entitlements.

We thank all applicants for their interest in TAFHT, however, only those selected for an interview will be contacted.

TAFHT supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, Indigenous peoples and persons with a disability. Personal information contained in applications will be used solely for recruitment purposes and handled in accordance with applicable privacy legislation.

TAFHT is committed to improving access and opportunities for individuals with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act*. If you require a specific accommodation during the application, interview or recruitment stage, please contact our office at 705-267-1993, or by email at humanresources@tafht.ca noting *Accessibility Inquiry* in the subject line, for appropriate accommodations to be made.

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Reports to: Executive Director

Effective Date:

November 2023

Reviewed Date:

July 2025

Intent

The Administrative Assistant is an integral member of the team, providing administrative support to the leadership team, which includes the Executive Director and Director of Finance and Human Resources as well as the Board of Directors. This role helps ensure that organizational operations run efficiently and effectively, in alignment with TAFHT's mission and overall goals.

Note: the Clinical Director is supported by a separate Administrative Assistant; however, this position will be required to collaborate on organizational initiatives that involve the broader leadership team.

Accountability

The Administrative Assistant position reports directly to the Executive Director.

Duties and Responsibilities

- Provide confidential administrative support to the leadership team and Board of Directors.
- Gather, organize and prepare reports and data as requested by the leadership team and Board of Directors.
- Provide comprehensive administrative support to the leadership team, and the Board of Directors by coordinating and managing all aspects of internal and external meetings and committees. This includes scheduling, tracking attendance, arranging catering, preparing agendas, compiling and distributing meeting materials, organizing technology requirements, attending meetings to record accurate and professional minutes, and managing follow-up actions, including ensuring the timely collection of signatures and approvals.
- Act as the primary point of contact for all Board-related documentation and maintain accurate records in accordance with organizational and governance standards.
- Draft, edit, and distribute internal and external communication on behalf of the leadership team, and the Board of Directors.
- Act as a liaison and provide professional guidance to team members, and external stakeholders regarding general inquiries and follow-ups.
- Support the Privacy Officer with privacy related tasks including responding to information requests, organizing training sessions, and maintaining documentation.
- Collaborate and submit reports aligned with Ontario Health and other regulatory requirements, ensuring timeliness and accuracy.
- Maintain an organized electronic filing system, including contracts, organizational records, and policy documents. Create and implement standardized nomenclature for consistent documentation practices.
- Open, scan, and sort mail for the leadership team.
- Obtain signatures electronically and ensure appropriate documentation is submitted and tracked.
- Make travel arrangements for the leadership team, including hotel reservations, itineraries and scheduling.
- Support the annual audit process by locating, compiling, and submitting required documentation as requested.
- Oversee the end-to-end onboarding and offboarding process for staff, students, and volunteers. This includes coordinating and scheduling interviews, orientation activities, meetings, ensuring timely completion and collection of all required documentation, and working closely with appropriate team members (e.g. IT) to ensure all responsibilities are completed. This position is responsible for monitoring and updating the onboarding/offboarding checklist to ensure that every task is completed accurately and on time. Follow up with staff and managers as needed to address outstanding items and ensure a seamless transition in and out of the organization.
- Ensure internal databases (e.g., Citation, Staff Portal) are kept up to date and work with appropriate staff to meet data and reporting requirements.
- Coordinate employee recognition activities including event planning, communication, and logistics.
- Update and maintain corporate policies and procedures at the direction of the leadership team.
- Administer and maintain the biometric time clock system, including setting up new staff profiles, troubleshooting technical issues, resetting the system following power outages, and responding to staff

inquiries. Conduct bi-weekly audits of time clock activity to ensure accuracy and compliance with organizational policies and follow up on discrepancies as needed.

- Track and reconcile expenses, including the monthly visa reconciliation process. Collect and electronically filing receipts, entering expenses from the visa statement, preparing the supporting reconciliation spreadsheet and ensuring all documentation is accurate and submitted on time. Work collaboratively with the Executive Director and Director of Finance and Human Resources to support financial accuracy and accountability.
- Provide support for purchasing and procurement processes in collaboration with other staff.
- Assist with tidiness and organization of shared spaces (e.g. kitchens, meeting rooms, storage).
- Perform occasional local travel within the community for business-related purposes, such as delivering documents, making bank deposits, or picking up supplies, as required.
- Perform other administrative duties as assigned.

Core Competencies

- Ability to manage multiple priorities, coordinate tasks, and maintain efficient workflow.
- Ability to manage time effectively, prioritize tasks, attend meetings as assigned and handle interruptions professionally.
- Strong written and verbal communication with attention to clarity and professionalism.
- Flexible and responsive to changing priorities.
- Proficient with Microsoft Office Suite (o365), Adobe, and videoconferencing tools.
- Problem-Solving: The ability to identify and resolve issues, find solutions to unexpected problems, and make informed decisions is vital.
- High level of integrity and discretion when handling sensitive information.
- Accuracy and meticulous attention to detail in document preparation, proofreading, scheduling, preparing minutes and data entry.
- Ability to build positive working relationships and work collaboratively with internal and external stakeholders such as the Board of Directors.
- Ability to work proactively in problem-solving and process improvement, with the ability to work independently with minimal supervision.

Education

- Diploma or degree in Office Administration, Business Administration, or a related field.
- Three (3) to Five (5) years of administrative experience, preferably in a healthcare or executive environment.
- Experience supporting senior leadership and managing administrative workflows.
- Proficient with software (Microsoft Word, Excel, PowerPoint, Outlook, OneNote and Adobe) and office equipment (printer, scanner, fax, phone).
- Current Ontario Driver's License.

WORK ENVIRONMENT

TAFHT – Site

TAFHT will strive to provide well-lit, well-ventilated clinical areas that are furnished ergonomically. Personal office space may or may not be shared. The environment may vary depending on location. Ergonomics, health and safety of the employee will be an important consideration when the location is furnished and equipped. It may be required to bring some requisite equipment and supplies when reporting to work in these environments.

Other Locations

This position may require travel between multiple TAFHT sites. You may be temporarily assigned to work at a different site or required to attend meetings at various locations. In addition, travel within the community may be required for other business-related purposes, such as banking or administrative errands. All authorized travel related will be reimbursed in accordance with TAFHT policy.

Equipment Used

Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including video projection unit, hand-held, various teaching aids.

Reporting Relationships

This position collaborates with the TAFHT leadership team, physicians and other TAFHT employees and members to provide efficient, appropriate primary care to TAFHT patients. Collaboration with other community health partners may be required.