

# Office Administrator, Mount Forest Family Health Team

The Mount Forest Family Health Team provides evidence informed care to over 12,000 patients. The Office Administrator is a member of the management team and is responsible for organizing and coordinating operations and procedures for the location, team, Executive Director and Board of Directors.

The incumbent will be a key contributor to the effective and efficient operation of the team and the organization, helping those who live in Mount Forest and the surrounding rural communities.

## Be a part of an organization where you can expect:

- Commitment to providing exceptional care, advocating for rural issues to community and government partners.
- A collaborative, inter-professional team working together to help patients be as healthy as possible.
- 30hrs/week, four days a week with a competitive salary, benefits and pension package.

## Your role would include:

- Lead and coordinate team meetings, reports and activities.
- Maintain and ensure all administration and operational processes are followed.
- Coach, mentor and manage performance of medical secretaries, receptionists and other office support employees.
- HR administrative management activities including bi-weekly payroll, benefits administration and maintaining employee records.
- Operational responsibilities for financial record keeping, coordinating accounts payable and receivable processes with the Bookkeeper and Executive Director.

## What you should bring:

- An undergraduate degree or community college diploma in Business Administration, or equivalent experience of five years or more providing administration and human resources operations.
- Effective written and verbal communication and interpersonal skills to interact with a wide range of individuals and the flexibility to work in a complex fast paced environment.
- Strong organizational ability, capable of prioritizing and operating independently with minimal direction to make decisions within the scope of accountability while keeping the executive informed.
- Intermediate to advanced Microsoft Office, data entry, accounting software (QuickBooks an asset)
- Knowledge of business procedures, information systems and human resources legislation.

The full description is available upon request.

If you are interested in this exciting new opportunity, please submit your resume and cover letter in confidence before June 7, 2019 to:

Ward & Uptigrove HR Solutions  
P.O. Box 127  
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E-mail: [HRresults@w-u.on.ca](mailto:HRresults@w-u.on.ca)



*No phone calls please. We thank all applicants for their interest; however only those candidates selected for an interview will be contacted. We are dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. If accommodation is required during the selection or interview process it will be available upon request. This job posting is available in an accessible format upon request.*