



ADMINISTRATIVE ASSISTANT

DEPARTMENT:	HUMAN RESOURCES
REPORTS TO:	DIRECTOR, HUMAN RESOURCES
STATUS:	PERMANENT PART TIME
SHIFT:	DAYS
COMPENSATION:	COMMENSURATE WITH EXPERIENCE
UNION:	NON-UNION
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	APRIL 16, 2025

POSITION DESCRIPTION:

Reporting to the Director of Human Resources, and working closely with other members of the Human Resources team, the **Administrative Assistant, Human Resources** is responsible for providing administrative and procedural support to the hospital's Human Resources function. The Administrative Assistant will provide backup to the Human Resources and Talent Acquisition Specialist as well as to the Scheduling Coordinator.

QUALIFICATIONS:

EDUCATION:

- Minimum high school diploma.
- Post secondary education complete or in progress in Human Resources, Business Administration or a related field.

EXPERIENCE:

- Prior Administrative experience – including volunteer experience – required. Preferably in a health care setting.

SKILLS / ABILITIES:

- Minimum 70-80 words per minute keyboarding skills.
- Good computer skills and knowledge of Microsoft Office suite of programs, Internet/E-mail programs, and website editing.
- Excellent interpersonal, written and verbal communication skills, and listening skills.
- Must be a self-starter, demonstrating self-confidence and initiative. Capable of prioritizing their workload and managing their own time.
- Excellent critical thinking and problem solving skills required.
- Excellent organizational skills and ability to manage continually changing priorities.
- An ability to work independently or in a group as a team member.
- Must be customer focused/driven. Deals professionally, effectively and courteously with all levels of staff and the public.
- Demonstrated enthusiasm and initiative in previous work environment.
- Ability to promote a healthy work environment.

SUBMIT APPLICATION AND RESUME TO:

Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609

PLEASE QUOTE JOB NUMBER:

2025-66

DEADLINE:

April 28, 2025 @ 1600 Hours

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.