Administrative Assistant - Nursing

The Perley and Rideau Veterans’ Health Centre is seeking applications for the following non-union administrative support position:

Administrative Assistant – Nursing (FT, 37.5 hours/week)

The Nursing Administration Assistant provides administrative and clerical support to the Director Nursing Operation’s portfolio.

Duties Include:

• Assists in planning and organization of regularly scheduled meetings including OTN set-up as required.
• Manages the calendar of the Director, Nursing Operations, identifying priorities and making necessary adjustments.
• Drafts correspondence upon request.
• Assumes the responsibility for the day-to-day operations of the office of the Director, Nursing Operations.
• Receives inquiries and concerns from the public, other external partners, and families, and follows Perley Rideau Veterans’ Health Centre policy.
• Coordinates meetings as requested to ensure availability of room space, required needs, and all set up requirements are complete.
• Ensures the confidentiality of records, files and verbal and written communication.
• Monitors the Nursing Administration supply and expenses budget and recommends corrective action when necessary.
• Completes grammar and style edits for Director, Nursing Operations correspondence, presentations and reports.
• Schedules facilities and manages teleconferencing, audio-visual, catering and set-up for Director Nursing Operations portfolio.
• Prints reports from multiple databases as required.
• Distribution of agendas and minutes for Quality Improvement Teams
• Coordinate the receipt of nursing department resumes for review and books interviews
• Filing and File Management
• Data entry into databases, including Excel spreadsheets
• Performs other related duties as may be assigned.

Reference Number: 2017-265
Core Skills:
- Excellent interpersonal and problem-solving skills are required to communicate with, staff and community organizations.
- Excellent knowledge of computer applications is essential
- Excellent written and oral communications
- Ability to function compatibly and effectively in a team environment.
- Flexibility and openness to new ideas.
- Able to master new tasks quickly and efficiently
- Knowledge of long term care setting
- Able to meet multiple priorities in a fast paced environment.
- Able to work to strict deadlines

Technical Skills:
- Proficiency in Microsoft applications, including Microsoft Office suite of programs (Word, Excel, PowerPoint, Outlook),
- Ability to operate, photocopiers, fax machines, audio-visual equipment.

All candidates are encouraged to send their resume and a detailed covering letter outlining how they meet the above job criteria to:

Human Resources Services  
The Perley and Rideau Veterans’ Health Centre  
1750 Russell Road  
Ottawa, ON. K1G 5Z6  
FAX: 613-526-7190  
E-mail: jobs@prvhc.com  
www.perleyrideau.ca

The deadline for applications is 4:00 p.m. Monday, October 9th\textsuperscript{th}, 2017.  
Only applicants selected for an interview will be contacted.

No phone calls please.