



Unit 196, 375 St. Albert Trail
St. Albert, AB
T8N 3K8
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saspcn.com

Position: Administrative Assistant

Employment type: Full Time 1.0 FTE; temporary until March 31, 2024

Location: St. Albert and Sturgeon PCN head office

Description: Supporting the Manager, Medical Homes; the Manager, Central Operations; as well as the Project Manager for the Pan PCN (collective of local PCNs)

About the St. Albert & Sturgeon Primary Care Network:

With a mission to support family physicians in improving primary care through relationships, collaboration and innovation, Primary Care Networks (PCNs) are groups of family doctors who work with other health professionals to coordinate the comprehensive delivery of primary care services for their patients. Our team of health professionals and clinicians who collaborate to provide comprehensive primary care services for the community.

Qualifications:

Education:

- Grade 12 Graduate
- Certificate/Diploma in Business Administration

Combination of experience and education considered. Must be fully vaccinated against COVID-19.

Experience:

- Minimum three years' experience in an administrative role
- Ability to type minimum 50 WPM
- Knowledge of Microsoft Office Suite, expertise in Excel an asset
- Knowledge of Google Suite
- Experience in privacy/confidentiality legislation
- Experience in Human Resources an asset
- Proven organizational and priority management skills
- Excellent communication skills

Personal Attributes:

- Excellent time management and organizational skills
- Excellent interpersonal and communication skills
- Able and willing, in an unstructured environment, to be flexible and creative, and to engage in collaborative relationships with health care providers
- Ability to act responsibly and be accountable for actions
- Ability to work autonomously, independently, and to prioritize work activities
- Awareness of strengths and limitations by engaging in reflective practice

Apply to careers@saspcn.com

Competition closes:

July 15, 2022