



Peterborough  
Community Health Centre

# We are hiring an **ADMINISTRATIVE ASSISTANT**

**Salary:** \$46,200 - \$52,568 (Full Time Equivalent) + benefits

**Terms:** Part-time .6 FTE (3 days/week) 8:30-4:30 with some evenings and occasional weekends

**Start Date:** February 2025

**Location:** On-site at 360 George Street North

**Peterborough Community Health Centre (PCHC)** is a brand-new dynamic community-based health centre, promoting social justice and health equity through a model of care that incorporates both western and traditional approaches. PCHC is one of several in our Province, providing primary health care and social and community outreach services with an emphasis on health promotion and illness prevention. With a mission to improve the lives of people who face barriers to physical, mental, spiritual and social well-being, PCHC incorporates the Indigenous way of life promoting good health through a life of balance and harmony.

### **Position overview:**

The Administrative Assistant provides a wide range of administrative and general office support to facilitate the efficient operation of the organization. You will be responsible for supporting an atmosphere that fosters productivity and creativity while maintaining a positive and professional work environment.

### **Key Responsibilities:**

- Assist with all Board related administrative duties
- Assist with creation/review/approval of policies and procedures
- Support with recruitment, onboarding and orientation of new hires
- Schedule and coordinate meetings, appointments and travel arrangement

**See the full job description on our website [www.ptbochc.ca/careers](http://www.ptbochc.ca/careers)**

### **Qualifications:**

- Business Administrative Diploma or equivalent experience
- Strong computer skills with proficiency in MS Office Suite
- Familiarity with office equipment (copiers, scanners, fax etc.)
- Knowledge of database management and scheduling software
- Strong verbal and written communication skills with professional etiquette
- Strong ability to multitask and prioritize, with effective ability to anticipate needs and proactively independently handle responsibilities
- Familiarity with HR or payroll systems such as ADP is considered an asset

**Send your cover letter and resume to [careers@ptbochc.ca](mailto:careers@ptbochc.ca)**

**Deadline: January 29, 2025**

*Peterborough CHC is an equal opportunity employer who seeks qualified candidates who share our commitment to equity, diversity and inclusion. Applicants requiring accommodation to participate in the hiring process should contact us at 705-400-8480 to communicate their needs. We thank all applicants, however, only those receiving an interview will be contacted.*