**Administrative Assistant - Information**

**Summary of Duties:**

The Administrative Assistant provides comprehensive administrative and secretarial support to Information Services in organizing and supporting daily activities of the administrative office. Acts as project support for Information Services initiatives. Organizes all aspects of special event planning including room bookings, catering, audiovisual, event materials, etc. Manages complex schedules and ensures the corresponding work is produced in a timely and efficient manner to support the activities of the day. Develops agendas, reports, policies and procedures, and materials related to meetings (including presentations) and serves as recording secretary on selected committees. Acts as back up for other Administrative Support Staff.

 **Qualifications/Skills**

* Completion of a relevant post-secondary Administrative Assistant/Office Administration Program required.
* Previous three years related experience required, preferably in a health care environment, and experience taking minutes of meetings.
* Demonstrated ability to exercise sound judgment, work independently when required and prioritize time sensitive requests.
* Tact and discretion in dealing with sensitive and confidential issues/files.
* Excellent communication skills, both verbal and written.
* Good inter-personal skills and ability to work well with a diverse group of individuals
* Advanced proficiency in Microsoft Word, Excel, PowerPoint and Outlook. Knowledge of database software would be an asset.
* Must type 60 words per minute with 5% error rate
* Desire and ability to take on new and added responsibilities.
* Capable of maintaining composure and competence when working to deadlines
* Superior time management, organizational skills, accuracy and attention to detail required.

If you are looking for an exciting opportunity and to build a career in an innovative and dynamic organization, submit your resume by clicking on Apply Now below.

* The location and/or details in the job posting may change depending on operational needs.
* Qualified Applicants must submit a Résumé with their application. Qualifications, skills and demonstrated satisfactory attendance and performance are considered as part of the selection process.
* Sunnybrook is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your Internal Application/Transfer Form.



We thank all applicants for their interest. However, only candidates selected for an interview will be contacted. Sunnybrook Health Sciences Centre is an equal opportunity employer.