



is currently seeking a Full-time (Contract) position for an  
**Administrative Assistant**

**Program Overview:**

The eHealth Centre of Excellence (eCE) develops, implements and advances digital health tools and services to better serve patients and clinicians across Ontario. The eCE advocates for the continued and improved use of technology to enhance the connection and relationship clinicians and patients have with each other and with the Ontario and Regional healthcare system. This initiative is supported by the deployment of digital health technologies such as Electronic Health Records, eReferral, eConsult, Virtual Visits, Tablets, Robotic Process Automation (RPA), along with collaborative partnerships with regional and provincial agencies. Critical to the success of eHealth initiatives is working with system partners to support priorities that ensure the best care for patients. The eCE's founding vision is one of innovation and partnership, with a mission to create a collaborative space used to share knowledge, develop best practices and utilize technology to enrich clinical care.

**Position Description:**

The Administrative Assistant will play a key role in the day to day operations of the eHealth Centre of Excellence. Utilizing their strong organizational and communication skills, they will be responsible for the coordination of the Managing Director's schedules, managing meetings with multiple internal and external stakeholders. The individual selected will need to build and support relationships with internal and external individuals, as a vital part of the Administrative team at the eHealth Centre of Excellence. This position will work to ensure the smooth operation of the eCE office while supporting the broader eCE Team.

**Key Roles and Responsibilities:**

- Act as main point of contact for phone calls and visitors to the eCE office
- Coordinate meetings, including booking meeting rooms and teleconference lines, arranging for refreshments and equipment as necessary
- Manage eCE Managing Director's schedule, including multiple conflicting meetings with internal and external stakeholders
- Provide administrative and clerical support to eCE Executive Team
- Writes correspondence and reports; developing presentation material
- Distributing meeting agendas, taking meeting minutes
- Booking travel arrangements as required
- Receiving and making phone calls, emails and faxes
- Order supplies and coordinate office maintenance
- Represent the eCE in a professional manner at all times

- After-hours responses to email may be required
- Other duties as assigned

**Experience, Skills & Qualifications:**

- 1-3 years previous experience in a similar role
- Office Administration diploma or related education
- Previous healthcare experience an asset
- Basic knowledge of the technologies employed in the Ontario eHealth sector (e.g. EMR, HIS) an asset
- Ability to prioritize multiple demands and meet deadlines
- Strong written and oral communication skills
- Demonstrated interpersonal and customer service skills
- Strong computer skills
- Effective time management
- Team player

If this position is of interest to you, please send your cover letter and resume to: Human Resources at [hr@ehealthce.ca](mailto:hr@ehealthce.ca)

Feel like you don't meet all the requirements? If you have some of the skills and experience that we're looking for and are willing to learn the rest, we encourage you to reach out to us!

The eHealth Centre of Excellence team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at [hr@ehealthce.ca](mailto:hr@ehealthce.ca) for assistance.

We thank all interested applicants; however, due to the volume of resumes we receive only those selected for an interview will be contacted.