



Administrative Assistant – Summer Position

Organization Background:

Advent Health Care Corporation is an independent, not-for-profit registered charity providing services and accommodation for seniors. We are a successor to the North York Branson Hospital, founded in 1957 and are engaged in developing a seniors' community on our campus at 555 Finch Avenue West in Toronto, Ontario.

Advent Health Care Corporation is founded on Seventh-day Adventist traditions and guided by Christian principles to carry out our Mission, realize our Vision and live our Values.

Mission:

To provide a vibrant community that enriches the lives of seniors.

Vision:

Our comfortable facilities, caring employees, innovative programs and comprehensive services make us the community of choice for seniors in Toronto.

Values:

Act with integrity at all times
Ensure accountability in our operations
Respect everyone
Maintain excellence and quality
Foster an innovative and team-focused work environment
Engage with our local community

Position Summary:

The Administrative Assistant will provide administrative support to staff in Advent Health's Corporate Office, and to different departments and operations in its two senior homes, Forestview Retirement Residence and Valleyview Residence.

Position Details:

1. The position is available for the summer for at least 7 weeks with an anticipated start date of May 31, 2021.
2. Compensation starting at \$15.25 per hour less applicable payroll deductions. Applicants with administrative and/or management experience may be paid more.
3. Work schedule will mainly take place Monday to Friday (excluding Statutory Holidays) with flexible start and end times. Workdays are 7.5 hours per day, 37.5 hours per week. Some shifts may occur on the weekend as we are a 24/7 care service provider.

Canada Summer Jobs Position:

This position is part of the Canada Summer Jobs program under the Government of Canada.

This opportunity addresses one of the national priorities, which is to provide job opportunities to youth who self-identify as part of a visible minority group underrepresented in the labour market or who have additional barriers to the labour market.

Background/Qualifications:

Candidates must be youth aged 18-30 and self-identify as part of a visible minority group.

Candidates should also have the following qualifications:

1. Enrolled in and/or have completed post-secondary education with a focus in Business Administration, Health Care, Public Relations/ Marketing and HR Management
2. Working knowledge of MS Outlook, Word, Excel, PowerPoint and Publisher
3. Strong analytical skills and attention to detail
4. Familiarity with social media applications such as Facebook and Twitter
5. Previous experience with website development management programs such as WordPress an asset
6. Excellent communication skills
7. Must be willing to take a COVID-19 test on-site as necessary which may involve testing on a daily basis
8. Must be able to wear a face mask and face shield as necessary

Key Responsibilities:

1. Perform required office duties and provide administrative and human resources support for the operations
2. Support facility and campus operations
3. Research, review and compile information and create reports and presentations on operational activities to support and assist in management decisions
4. Engage with the public, suppliers, consultants and other service providers
5. Participate in meetings and document discussions and decisions
6. Contribute to the public relations and marketing efforts
7. Perform other operations and administration duties as assigned

To Apply:**Application deadline: Tuesday, May 25, 2021**

Qualified candidates may forward their resume to:

Advent Health Care Corporation

541 Finch Avenue West

Toronto, ON M2R 3Y3

Email: info@adventhealth.org

Fax: 416-398-0238

All offers of employment are subject to a Criminal Background Check, a TB Test and the successful candidate must have a negative COVID-19 test result immediately prior to their start date.