

CAREER OPPORTUNITY

POSITION: ADMINISTRATIVE ASSISTANT, MANAGEMENT	COMPETITION #: 2025-76
STATUS: FULL-TIME	LOCATION: Brockville, Ontario travel to satellite offices may be required
DATE POSTED: October 2, 2025	DATE CLOSED: October 16, 2025 (or until filled)
SALARY RANGE: \$29.88 to \$36.70, commensurate with experience	
Please submit a cover letter and resume referencing the competition # to: CAREERS@LLGAMH.ca	

The Administrative Assistant, Management will provide clerical, organizational, and administrative support to the Agency's Management team, including but not limited to overseeing schedules, booking appointments, preparing reports and correspondence, filing, scanning, and other duties as assigned.

At LLGAMH, we are committed to living our values: ***Integrity, Compassion, Accountability, Respect, and Equality (ICARE).***

Primary Duties and Responsibilities

- Provide administrative support management team, clinical and non-clinical.
- Arrange appointments and schedule meetings including coordinating schedules with participants, booking meeting rooms, and preparing and distributing relevant materials in a timely manner.
- Researches and prepares reports from a variety of sources as required.
- Prepares and/or processes highly confidential or sensitive material.
- Take accurate notes or minutes at a variety of meetings as required, and ensure timely distribution of meeting agendas, minutes and any other required documents.
- Review and verify time sheets, in collaboration with Payroll and Manager.
- Track deadlines and schedule reminders.
- Meet regularly with Management team.
- Field day to day operations questions.
- Assist with writing or reviewing policies and procedures.
- Complete and track internal documents and forms (staffing request forms, employee status change forms, etc.)

Education, Knowledge and Experience:

- Completion of a minimum 2-year degree or diploma in Office Administration, Business, or a related business field.

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- Minimum three (3) years' experience in administrative function.
- Advanced knowledge and experience with office software, primarily Word, Outlook email and calendars.
- Experience using an HRIS and/or Scheduling program would be an asset.
- Experience working in a unionized environment is an asset.

Skills and Abilities:

- Excellent interpersonal skills and demonstrated ability to communicate verbally in a tactful and sensitive manner both in person and on the phone.
- Excellent written communication skills with the ability to draft correspondence effectively and professionally.
- Demonstrated ability to prioritize work effectively, manage competing tasks, and meet deadlines in an environment with frequent interruptions.
- Meticulous with attention to detail.
- A clear understanding of and ability to demonstrate professional ethics, boundaries, and judgement.
- Ability to maintain confidentiality when dealing with highly sensitive information.
- Proven willingness to learn and acquire new information and skills.
- Ability to adapt to rapidly changing priorities and maintain adherence to deadlines.
- Demonstrated ability to work independently and exercise initiative and judgement in order to evaluate situations, prioritize and problem-solve.
- A high level of initiative is required.
- Good attendance and availability is required.
- A satisfactory Criminal Reference Check is required.

Other Benefits

- Healthcare of Ontario Pension Plan (HOOPP) employer.
- Generous total compensation package including insured benefits and vacation.
- Free on-site parking