



Grand River Community Health Centre

POSITION: Administrative Assistant

STATUS: Permanent Full-time

DEPARTMENT: Inter-professional Primary Care Team (IPCT)

POSTING DATE: August 5, 2026

EXISTING VACANCY: Yes

IS ARTIFICIAL INTELLIGENCE USED FOR SCREENING OR ASSESSMENT OF CANDIDATES: No

Position Summary

The Administrative Assistant is a key support to the efficient day-to-day operations of the Grand River Community Health Centre's administration and program support functions.

We are currently seeking an Administrative Assistant to work as a member of the IPCT. The Administrative Assistant will report to the Director of Quality and Integration. Responsibilities will include scheduling meetings, preparing agendas, taking minutes and coordinating follow up actions, organizing and running events, workshops and program activities, liaising with internal and external stakeholders, registering/scheduling clients, data management through creation of spreadsheets and databases. This role will provide support for specific community clinics and community groups, word processing including creating reports and forms, and other administrative tasks.

The Administrative Assistant will also contribute to Quality Improvement initiatives by assisting with data collection, report preparation, performance tracking, documentation, and process improvement activities to support organizational goals and enhance client services.

Requirements:

- Completion of a post-secondary diploma in Office Administration or a related field.
- Minimum 2 years of experience in a healthcare setting; community health or primary care experience is an asset.
- Strong computer skills, including Microsoft Word, Excel, and PowerPoint.
- Experience with Electronic Medical Records (EMRs), data entry, reporting, and documentation.
- Strong written communication skills, including report preparation.
- Demonstrated organizational skills, attention to detail, and ability to manage multiple priorities.
- Ability to work independently and collaboratively within an interdisciplinary team.
- Experience supporting data management, quality improvement activities, and performance reporting is an asset.
- Strong interpersonal, customer service, and problem-solving skills.
- Commitment to equity, diversity, inclusion, and culturally safe care.

Hours of work— primarily days; to include some evening, weekend work as required.

Why Work with Grand River CHC?

We value our people and are committed to fostering a **supportive, engaging, and healthy work environment**. At GRCHC, you'll be part of a **dynamic, multidisciplinary team** making a meaningful impact on the health and well-being of our community.

Our full time employee employment package includes **Pension Plan (HOOPP), Employee Assistance Program (EAP) extended health and dental benefits** with 4 weeks of vacation. We also offer **Support for Professional Development**—both time and financial support, along with **Monthly Wellness Contests and Annual Wellness Incentives**. Additionally, we host **Recognition & Appreciation Events** and celebrate **Birthdays** to ensure that our team feels valued and appreciated.

A competitive salary of \$25.16 to \$30.31 per hour is offered.

Employment is conditional upon providing a police vulnerable sector check.

To pursue this opportunity, please send your resume and covering letter to Human Resources at resumes@grchc.ca. All applications must be submitted no later than 4:30 pm August 19, 2026. We appreciate your interest; however, only those invited for an interview will be contacted.
