



VACANCY

**One (1) Permanent Full-Time Program Assistant
Information Technology Services (ITS)**

NBRHC – North Bay

\$29.60 (Min) - \$37.00 (Max)

We are presently seeking a highly motivated individual to join our Information Technology Services (ITS) team. The successful candidate will be organized and able provide essential support by assisting with various administrative tasks. Highly flexible and able to perform with minimal supervision, they must have excellent time management skills, be versatile and adjust quickly in a fast-paced environment. Supporting the ITS Management team, they require the ability to adapt to various work styles.

Responsibilities include:

- Coordinate and schedule meetings, create and distribute itineraries, agendas and meeting minutes.
- Correspond with internal stakeholders and external partners or vendors.
- Assist with procurement, including assembling quotations and purchase requisitions.
- Code and track invoices, contracts, credit card reconciliation reports and update budget tracking information.
- Assist in project tracking, including maintaining project lists, updating charters, timelines and deliverables.
- Assist in elements of contract administration
- Assist in elements of data management
- Assist with payroll processing for the department
- Facilitate department HHR (Health Human Resources) activities

Qualifications include:

- Post-Secondary education in office administration and/or experience in an administrative role
- Advanced computer skills and thorough knowledge of the Microsoft Office Suite - Access, Word, Excel, PowerPoint, Outlook
- Ability to organize work effectively to meet deadlines while maintaining accuracy/attention to detail
- Must be self-motivated and capable of working independently with minimal supervision under pressure
- Must have superior verbal and written communication and interpersonal skills
- Must have the ability to deal with confidential and sensitive issues in a professional manner
- Experience in purchasing and budgeting is an asset
- Knowledge of inventory management is an asset
- Knowledge of Meditech payroll module order entry module and purchasing module is an asset
- Experience with IT service management and ITIL is an asset
- Bilingualism (French/English) is an asset

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

Interested candidates are asked to submit their cover letter and resume to:



careers@nbrhc.on.ca quoting file [NU C-24-37](#)

The posting will remain open until the positions are filled.

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit www.nbrhc.on.ca

THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit www.northbay.ca

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.