

South East Health Unit

formerly



Job Opportunity

Date:	February 28, 2025	Internal Job Posting (CUPE 2025-03)
Position:	Full time (1.0 FTE), Term Status, Administrative Assistant Position with the Population Health Department – Healthy People Vibrant Communities. This term will start ASAP and will end on August 15, 2025. This term may end sooner or be extended with a minimum of two weeks' written notice.	
Location:	Smiths Falls Office.	
Description:	To provide multi-faceted administrative support to the Healthy People Vibrant Communities program. This position reports to Elaine Murkin, Manager of the Population Health Department.	
Required Qualifications:	<ul style="list-style-type: none">▪ Secondary School Graduate or equivalent;▪ Diploma in Business, Office Administration, Health Services, Legal, General Program, or equivalent;▪ Minimum two (2) years' experience working in an administrative position;▪ Strong time management and organizational skills; able to deal with many competing demands in a calm, professional manner;▪ Solid problem-solving skills, with the ability to set priorities;▪ Excellent interpersonal, communication and public relations skills, with capacity to relate to clients of different ages and needs;▪ Attention to detail, excellent proof reading, grammar, and electronic file management;▪ Knowledge and proficiency in various computer programs and databases in a network environment including Microsoft Word, Excel, Outlook, and Power Point;▪ Ability to work in a professional and ethical manner with tact, diplomacy, and confidentiality;▪ Work collaboratively in a team environment, as well as independently, with minimal supervision;▪ Demonstrates excellent telephone, written and oral communication skills;▪ Flexibility, initiative, and good judgment,▪ A valid driver's license and access to a vehicle.	
Salary Range:	\$47,247.20 to \$51,415.00 Annual (1.0 FTE), plus thirteen percent (13%) in lieu of benefits, and six percent (6%) in lieu of vacation.	
Start Date:	ASAP	
Apply by:	4:30 PM on March 10, 2025	
E-mail To:	jobs@healthunit.org . Please reference job posting number in your application. Accommodations for job applicants with a disability are available on request.	

Please note: As of January 1st, 2025, SEHU is a newly merged entity of three legacy public health units, each with its own collective agreement. This process may result in the same role with similar job postings appearing at different locations or with varying compensation rates. If you are unsure which posting applies to you or have questions about the role, pay, or location, please contact us:

For Hastings Prince Edward: careers@hpeph.ca

For Kingston, Frontenac, Lennox & Addington: HR@kflaph.ca

For Leeds, Grenville & Lanark: HR@healthunit.org

We appreciate your understanding as we work toward a unified structure.