



Hôpitaux Shriners
pour enfants®
Shriners Hospitals
for Children®

Canada



ADMINISTRATIVE AGENTS- REPLACEMENTS

MEDIUM AND LONG TERM

Recall list (full-time or part-time)

Salary: \$22.36 to \$26.00 per hour, depending on experience and administrative agent class (Administrative agent class 1 or 2)

We are looking for administrative agents to join our recall list for replacements of 6 months or more.

As an Administrative Agent you will assist professionals or a team of professionals in their administrative functions. You will also be on the front line of customer service and serve as a liaison between teams and patients.

Depending on your assignment, you may be expected to, for example:

- Greet clients and registering users.
- Ensure telephone reception as well as all clerical tasks of the department.
- Follow up on internal and external communications.
- Collect and enter data (statistics) in order to produce useful reports for the department within the required timeframe.
- Write various letters, prepare the on-call list of the assigned physicians and build the department's meeting schedules.
- Perform complex administrative work according to established methods and procedures.
- Coordinate schedules for his/her manager or health care professionals.
- Provide administrative support to the team in partnership with physicians, managers and other administrative officers.
- Plan and organize meetings for the manager and the team.
- Independently performs required tasks and ensures data processing for statistical purposes.
- Perform complex secretarial tasks such as transcription, letter writing, etc.

We offer you the opportunity to work and discover different areas of our hospital, such as the care units, ambulatory clinic, radiology, social service, reception, operating room, archives and various administrative units.

Requirements

- Completed D.E.S.
- DEP in secretarial studies or in a relevant field (an asset)
- Experience in customer service
- Experience in a clinic or in the health care network (an asset)
- Good proficiency in French and English, both oral and written
- Proficiency in Microsoft Office suite and digital collaboration tools*
- Ability to work in a complex environment
- Be double vaccinated against COVID-19**.



Hôpitaux Shriners
pour enfants®
Shriners Hospitals
for Children®

Canada



* Candidates will be subject to administrative testing.

** Considering the Decree 1276-2021 of September 24, 2021 (the "Decree"), to be retained, candidates for positions whose duties require it must be able to demonstrate that they are adequately protected against Covid-19 as defined in the Decree.

We offer you:

Shriners Hospitals for Children — Canada offers a competitive salary and comprehensive benefits package. As a private institution under agreement in the health and social services network, we offer the same benefits as the public sector, including: a retirement plan (RREGOP), 13 statutory holidays per year, 9.6 sick days per year, collective insurance, 4 weeks of vacation after one year, and an employee assistant program. In addition, free parking (under certain conditions) or discount for the use of public transportation (Opus card), a supportive work-life balance, and a social club.

Working at Shriners Hospital for Children - Canada means working in a child / youth and family-oriented environment with opportunities for learning, professional development and the chance to make a difference.

Interested in working with us? Send us your CV and cover letter to recrutement@shrinenet.org

Shriners Hospitals for Children – Canada supports the principle of equal access to employment and invites women, members of visible minorities, ethnic minorities, persons with disabilities and Aboriginal peoples to apply.