



*The South East LHIN is one of 14 local entities designed to plan, integrate and fund local health services, including hospitals, community care access centres, community health centres, long-term care homes, mental health and addiction programs and a variety of community support services agencies within specific geographic areas.*

*The South East LHIN is home to close to 500,000 people. It has a sizeable rural population with 44% of its residents living in communities of fewer than 10,000 people. One-quarter of the South East population resides in Kingston.*

## **Bilingual Corporate Services Assistant**

Reporting to the Director, Corporate Services you will be responsible for multiple corporate service portfolios within the SE LHIN such as reception, accommodations, procurement, records management, and IT. The **Bilingual Corporate Services Assistant** will be responsible for providing administrative support to LHIN staff in addition to providing finance related tasks and providing excellent customer service. In this exciting opportunity you will be the first the point of contact with the public, internal/external stakeholders, and vendors as needed.

**Qualifications:** The successful candidate will have a minimum of 5 years experience working in the administrative field specifically with senior management. You must have: a high proficiency in working with computers including excellent skills in PC-based software/hardware, Microsoft Office and web navigation, and knowledge of website maintenance/updating. Experience performing complex administrative work, demonstrating excellent judgment and time management skills to prioritize multiple and often conflicting demands. Attention to detail and the ability to perform basic book keeping tasks using strong independent judgment. Excellent oral and written communication skills in both French and English are required.

For more information, visit [www.hrassociates.ca/SELHIN](http://www.hrassociates.ca/SELHIN) or call Beatriz Garcia at 416-237-1500, extension 231.

Please forward your application via email to [csa-selhin@hrassociates.ca](mailto:csa-selhin@hrassociates.ca) by April 2, 2010