

South East LHIN



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.

Project Assistant

Reporting to the Director you will be responsible for providing research, logistical coordination and administrative support to advance the SE LHINs Corporate Strategic Plan, Mission and Vision. In this exciting opportunity you will attend and/or provide administrative support at meetings, events, and on various projects as needed.

Qualifications: The successful candidate will have exceptional written and oral communication skills. You must also have: demonstrated knowledge and experience of accepted project management methodologies, including use of project management software; excellent coordination, organization and communication capabilities along with superior time-management and problem solving skills. Familiarity with the Government of Ontario's processes and procedures is preferred. Working knowledge of website development, Expert Choice software in addition to bilingualism in both official languages would be considered an asset.

For more information, visit www.hrassociates.ca/SELHIN or call Beatriz Garcia at 416-237-1500, extension 231.

Please forward your application via email to pa-selhin@hrassociates.ca by January 31st 2010.