

**Internal  / External   
20-45**

<b>Position:</b>		<b>ADMINISTRATION SUPERVISOR</b>		<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	CASUAL	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK	
<b>Department:</b>	PROGRAM FOUNDATIONS & FINANCE		<b>Program:</b>	FINANCE & ADMINISTRATION	
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	JULY 20, 2020	
<b>Salary Range:</b>	\$35.47 - \$39.73 HOURLY		<b>Position Duration:</b>	DECEMBER 31, 2020, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED	
			<b>Posting Date:</b>	JUNE 10, 2020	
<b>Criminal Record Check:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>Purpose of Position:</b> To supervise the branch office program assistants and receptionists in the Barrie and Gravenhurst offices and oversee office administration of the branch offices of the health unit.					
<b>Responsibilities:</b>					
<ul style="list-style-type: none"> <li>• Provide direction, administration and daily staff oversight to all Branch Office Program Assistants, Receptionists and Casual Program Assistant staff;</li> <li>• Miscellaneous duties as assigned;</li> <li>• Contribute to team agency effectiveness.</li> </ul>					
<b>Specific knowledge, skills, abilities:</b>					
<ul style="list-style-type: none"> <li>• Advanced time management and organizational skills; ability to prioritize and meet deadlines;</li> <li>• Advanced oral communications skills, including ability to facilitate discussions for the purpose of problem solving and priority setting among small groups;</li> <li>• Advanced organizational and documentation skills;</li> <li>• Advanced ability to set priorities and function effectively in an environment where there are competing demands and multiple priorities;</li> <li>• Advanced knowledge of office administration;</li> <li>• Advanced ability to work collaboratively with all health unit staff and community partners;</li> <li>• Intermediate knowledge and skill in the area of critical thinking and creative problem-solving;</li> <li>• Intermediate knowledge of Health &amp; Safety pertaining to an office environment;</li> <li>• Intermediate computer software skills in Microsoft Office Word, Excel, Outlook;</li> <li>• Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district.</li> </ul>					
<b>Education:</b>					
<ul style="list-style-type: none"> <li>• College Diploma in Business Administration or related field (three-year program)</li> </ul>					

**Related Experience:** : 3-5 years of relevant experience including office management and supervisory responsibility

**Deadline:** 4:00 pm, TUESDAY, JUNE 16, 2020

*This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.*

If interested in applying for this position, forward résumé with cover letter to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting # **20-45** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting #**20-45** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

**For External Applicants Only:**

If interested in applying for this position, forward résumé with cover letter to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting # **20-45** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

**If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.**

*The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.*