

## JOB OPPORTUNITY

### Program Assistant

<b>Competition Number:</b>	2025.23.PFNL	<b>Program:</b>	Foundational Standards
<b>Posting Date:</b>	December 18, 2025	<b>Closing Date:</b>	January 2, 2026
<b>Location:</b>	Temiskaming Shores	<b>Position Type:</b>	Part-Time, Permanent
<b>Salary Range:</b>	\$27.14/hr - \$30.22/hr	<b>Expected Hours:</b>	28 hrs / Week

#### **POSITION SUMMARY:**

Northeastern Public Health (NEPH) seeks an independent, motivated, bilingual individual to provide excellent client service and administrative support within a multidisciplinary team in our Temiskaming Shores Office.

#### **JOB RESPONSIBILITIES:**

- Support and work collaboratively with multidisciplinary professionals;
- Provide reception coverage and administrative duties to various programs, as required;
- Create and maintain up-to-date client information in electronic medical record systems;
- Assist teams with data entry, scheduling appointments, filing system, and maintaining records;
- Manage information, including program supplies and documents, processing and formatting documents, and preparing agendas;
- Perform all other related duties as requested.

#### **QUALIFICATIONS:**

- Minimum 1-year post-secondary training in office administration or equivalent;
- Minimum 3 years of experience in a related field, including excellent customer service skills;
- Excellent Microsoft Office Suite skills, including Word, Outlook, Excel, PowerPoint;
- Ability to learn to use specialized software and databases;
- Excellent verbal and written communication skills;
- Ability to work with minimal supervision;
- Ability to meet the physical demands of the position;
- Fluency in both official languages is essential;
- Satisfactory Criminal Reference Check;
- Required to comply with Immunization policies, including COVID-19 vaccination unless a valid medical exemption is provided.

#### **HOW TO APPLY:**

Only those candidates selected for interviews will be contacted. Please apply to:

Human Resources  
Northeastern Public Health  
[careers@neph.ca](mailto:careers@neph.ca)

Note: Please ensure the competition number is clearly stated in the subject line.