NORTHEASTERN
PUBLIC HEALTH

SANTÉ PUBLIQUE
DU NORD-EST

JOB OPPORTUNITY
Program Assistant

Competition Number:	2025.23.PFNL	**Program:**	Foundational Standards
Posting Date:	June 12, 2025	**Closing Date:**	June 30, 2025
Location:	New Liskeard	**Position Type:**	Full-Time, Permanent
Salary Range:	$49,398 ($27.14/hr) - $54,998 ($30.22/hr)	**Expected Hours:**	35 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 New Liskeard 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

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

Northeastern Public Health is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process. Applicants requiring an accommodation are asked to make such requests when contacted for an interview.