



Compass Community Health (formerly known as North Hamilton Community Health Centre) offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking a:

**Health Information Systems
Helpdesk Support
Permanent Full-Time (37.50 hours/week)
Salary Range \$40,062 - \$47,132**

What we're looking for:

- A self-motivated, customer service professional with a get-things-done attitude!
- Passion for providing excellent service complemented by strong diplomacy and listening skills;
- Strong communication skills, tech savvy and works well with an interdisciplinary healthcare team;
- 2-5 years' office experience; working knowledge of MS Office Suite of Programs

What you can expect to do:

- Provide front line support for the Health Information Systems ticketing system;
- Manage incoming calls and emails and prioritizing tickets in a client focused, professional and timely manner;
- Use customer service tools to understand and resolve customer questions and concerns

We invite you to review the **Health Information Systems Helpdesk Support** job description on our website under Careers at <http://www.compassch.org/> for additional job related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications. We also offer a comprehensive benefits package and HOOPP pension plan.

Please respond in confidence to:

Marianne Grguric, Human Resources Manager
Email: hr@compassch.org

Application Deadlines:

Internal Candidates must apply on or before Tuesday, July 27, 2021
External Candidate must apply on or before Friday, August 06, 2021

We thank all applicants for their interest, only those selected for an interview will be contacted.

Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodations.