



Compass Community Health offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking an:
Administrative Clerk
Permanent - Full Time (37.50 hours per week)
Annual Salary Range: \$33,074 - \$38,908
Hourly Salary Range: \$16.96 – \$19.95

What we're looking for:

- A self-motivated, administrative professional with a get-things-done attitude!
- Excellent interpersonal skills and demonstrated ability to work with all levels of an organization
- Strong organizational skills
- Demonstrated ability to multi-task
- Minimum two years of experience in an Administrative Role
- Possess a diploma in Office Administration or Business Administration or relevant field and/or equivalent work experience

What you can expect to do:

- Provide administrative support to the Finance, Human Resources, and Pathways to Education teams
- Develop and maintain manual and computer filing systems
- Maintain the file retention system
- Coordinate general office equipment repairs
- Manage and order general office supplies for all departments

We invite you to review the **Administrative Clerk** 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 a HOOPP pension plan.

Please respond in confidence by Monday, May 22, 2023 at 4:00 p.m. to:

Human Resources Specialist
Email: hr@compassch.org
438 Hughson Street North, Hamilton, ON, L8L 4N5

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.