



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

We are currently seeking a:

Administrative Support
12-Month Contract – Full Time (37.5 hours per week)
Annual Salary Range: \$40,021 - \$47,082

What we're looking for:

- A self-motivated, client focused individual with a get-things-done attitude!
- The ability to work in a face-paced environment
- Demonstrated ability to multi-task with great organizational skills
- Possess a diploma and/or relevant work experience
- Experience in medical setting preferred
- Proficiency in other languages is an asset

What you can expect to do:

- Provide reception functions, during day or evening office hours
- warmly receiving and greeting visitors and clients and ensuring they are registered for their appointment and/or directed appropriately
- Providing administrative support to staff, including data entry, facilitating requests for client charts, registering clients and tracking data, uploading electronic client documents, scanning and uploading paper documents as needed, into the appropriate client Electronic Medical Record (EMR)
- Schedule client appointments, including support for scheduling external referrals with specialists and diagnostic tests as appropriate
- Partake in continuous quality improvement activities

We invite you to review the **Administrative Support** job description on our website under Careers at <https://www.compassch.org/get-involved/employment-opportunities-careers> for additional job-related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications; and option to enroll in the HOOPP pension plan.

Please respond in confidence by Wednesday, June 17, 2026, 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.