



Live the Lake Life, Lead with purpose.

Based in Kenora, this is more than a job, it's a chance to be part of a close-knit, mission driven team in one of Canada's most scenic lakefront communities. With a strong sense of purpose and the beauty of nature all around you, you'll find balance, connection, and fulfillment both on and off the clock.

NOW HIRING

Scheduler & Assistant

Classification	HRSCD
Department	Human Resources

Description

The Scheduler & Assistant is responsible for the day-to-day staff replacement for all units, including nursing and/or non-nursing and for maintaining unit and departmental master schedules. In addition, the Scheduler & Assistant will work as a team player and will be responsible for providing wide-ranging support to the hospital's Human Resources team. Responsibilities for this position include coordinating meetings, transcribing documentation, typing correspondence, assisting with the day-to-day functions of the portfolio, and providing administrative support to the HR team.

This position requires a proactive individual who can plan, anticipate needs and take responsibility for their work, completing tasks efficiently and independently. The successful candidate will bring to this role a high level of professionalism, diplomacy and flexibility and will operate effectively in a dynamic and fast-paced office environment.

Qualifications

- Completion of post-secondary education at the college or university level in a complementary discipline (eg. Business Administration, Human Resources)
- Demonstrated progressively responsible administrative experience
- Previous experience using UKG an asset
- Previous experience working in a unionized environment with a strong understanding of collective agreements and relevant legislation preferred
- Proficiency in various software applications, specifically Microsoft Suite & SharePoint and scheduling software systems/HRIS
- Strong customer service orientation, sensitive to client issues and understanding of importance of diplomacy and confidentiality
- Strong analytical skills
- Excellent written and oral communication
- Effective time management and organizational skills
- Minimum 60 wpm keyboarding skills
- Excellent understanding of, and demonstrated ability to maintain confidentiality
- Ability to work independently and as part of a team with minimal supervision
- Ability to work under pressure with time constraints
- Demonstrated commitment to ongoing continuing education and professional development
- Ability to maintain composure and productivity in a fast-paced dynamic environment
- Demonstrated reliable attendance record



Lake of the Woods
District Hospital