

Glengarry Nurse Practitioner-Led Clinic

Cliniques dirigées par du personnel infirmier praticien de Glengarry

Administrative Assistant – Full Time

Full time: Permanent (35 hours per week)

Schedule: Monday to Friday, days, occasional evenings

Start date: August 2026

Salary range: (\$28.01 – \$29.66/hour)

Reports to: Office Manager

The GNPLC is a dynamic community-based, multi-disciplinary primary care clinic providing comprehensive team-based health services to residents of SDG with particular expertise in providing care and access to people in the communities focusing on high quality care and social determinants of health.

The Glengarry Nurse Practitioner-Led Clinic (GNPLC) is dedicated to providing accessible, person-centered, and comprehensive medical care. Their mission is to offer high-quality, client-centered health services using a team-based approach, ensuring that clients receive the highest standard of care. The vision of the GNPLC is to respond with empathy and understanding, to meet each person's needs across their lifespan, continually seeking new solutions and creative methods to enhance care and services. They commit to building a strong partnership with clients, families, and community partners to provide comprehensive individualized care.

Position Summary:

The Administrative Assistant plays a key role in supporting the day-to-day operations of the Glengarry Nurse Practitioner-Led Clinic (GNPLC) by providing professional administrative and clerical support to the Executive Director, Office Manager, Nurse Practitioner Clinical Lead, and interdisciplinary team. This position contributes to the efficient operation of our Lancaster and Alexandria clinic locations, supporting the delivery of high-quality, team-based patient care while providing exceptional customer service to patients, staff, and community partners.

Administrative Assistant Responsibilities

Administrative Support

- Provide administrative and clerical support to the Executive Director, Office Manager, Nurse Practitioner Clinical Lead, and interdisciplinary clinical team.
- Prepare and distribute correspondence, reports, presentations, meeting agendas, meeting minutes, and other administrative documents.
- Coordinate meetings, training sessions, clinic events, and other organizational activities.
- Maintain accurate electronic and paper filing systems, ensuring records are organized, current, and confidential.
- Coordinate incoming and outgoing mail, courier services, and general office communications.

Finance & Payroll Administration

- Maintain accurate financial records using accounting software, including accounts payable, accounts receivable, project funding accounts, and monthly financial reporting.
- Prepare and consolidate quarterly statistical and organizational reports.
- Prepare employee timesheets and provide support to the Office Manager with additional payroll-related duties

Office Operations

- Order, receive, and maintain office supplies while monitoring inventory levels.
- Assist with inventory management and the tracking of clinic equipment and assets.
- Support the coordination of reception services, office equipment, purchasing, inventory control, and building maintenance activities.

Compliance and Confidentiality

- Maintain confidentiality and safeguard personal health information in accordance with the Personal Health Information Protection Act (PHIPA) and clinic policies.
- Comply with all clinic policies, procedures, and applicable legislation, including Occupational Health and Safety (OH&S), Infection Prevention and Control (IPAC), Workplace Hazardous Materials Information System (WHMIS), and other relevant legislative requirements.

Other Duties

- Perform other related administrative duties as assigned.

Qualifications and Skills:

- Completion of a diploma or degree in Business Administration, Office Administration, Accounting, or a related field from a recognized college or university, or an equivalent combination of education and experience.
- Three to five years of progressive administrative experience, preferably supporting senior leadership in a health care, community, or not-for-profit setting.
- Demonstrated accounting experience, including accounts payable, accounts receivable, bank reconciliations, financial recordkeeping, and monthly financial reporting using QuickBooks or similar accounting software.
- Advanced proficiency in Microsoft Office Suite, with strong skills in Excel, Word, Outlook, and PowerPoint.
- Experience working with an Electronic Medical Record (EMR) system is considered an asset.
- Excellent organizational, time-management, and multitasking skills, with the ability to prioritize competing demands in a fast-paced environment.
- Exceptional attention to detail, accuracy, and problem-solving skills.
- Excellent written, verbal, and interpersonal communication skills.
- Demonstrated professionalism, discretion, and the ability to maintain a high level of confidentiality.
- Ability to work independently while contributing effectively as part of a collaborative interdisciplinary team.
- Fluency in English is required; proficiency in French is considered an asset.

What We Offer:

- A supportive, collaborative, and team-oriented work environment
- Competitive compensation (commensurate with experience)
- HOOPP Pension and other benefits

How to Apply:

Please submit your resume and cover letter to Melissa Brown, Office Manager at alead@glengarryclinic.ca by July 29, 2026.

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

Accommodation will be provided for all parts of the application process in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants must make their needs known in advance.

GNPLC confirms that we do not use artificial intelligence (AI) or automated decision-making tools during the recruitment or hiring processes. All candidate screening, evaluation, and selection decisions are conducted by human recruiters or hiring managers using predefined, job-related criteria, ensuring a fair, transparent, and human-led hiring process in compliance with applicable employment and privacy laws.