

is currently seeking a **Business Coordinator** to join the eHealth Centre of Excellence for a contract position

**General Description:**

The Business Coordinator provides support to the eHealth Centre of Excellence program staff and project teams. This position will play an important role in supporting day-to-day eCE operations, schedule coordination, document creation and responding to stakeholder request by phone, email and in-person. This position will assist with the recruitment, selection, orientation of resources. Working closely with the eCE executive team, the Business Coordinator provides high quality and timely support to the eHealth Centre of Excellence.

**Key Roles and Responsibilities:**

- Provide support to the eHealth Centre of Excellence executive team including general administrative and office duties
- Relationship building with stakeholders to respond to and anticipate needs
- Scheduling and the coordination of meetings
- Assist in the recruitment, selection, orientation and training of resources
- Produce and coordinate reports
- Produce and edit professional documents
- Maintain up to date and accurate information management and client relationship management
- Present a professional and positive image of the organization at all times to all stakeholders
- Provide ongoing administrative support and secretariat services to project teams as required
- Assist with facility management, program and event planning, purchasing and procurement
- Assist with coordinating budgets, equipment and services
- Other duties as assigned

**Skills & Qualifications**

- Minimum of 5 years of experience in a similar capacity
- Healthcare Experience
- Strong communication skills (written and oral)
- Demonstrated interpersonal skills
- Strong computer skills
- Effective time management
- Team player
- Basic knowledge of the technologies employed in the Ontario eHealth sector

If this position is of interest to you please send your cover letter and resume to Human Resources at [hr@family-medicine.ca](mailto:hr@family-medicine.ca).

We thank all interested applicants; however, due to the volume of resumes we receive only those selected for an interview will be contacted.

The Centre for Family Medicine Family Health team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at [hr@family-medicine.ca](mailto:hr@family-medicine.ca) for assistance.