



## PROJECT ASSISTANT – DELIVERY SERVICES

### POSITION SUMMARY:

The Project Assistant (PA) is an integral member of the team who collaboratively supports all aspects of project delivery as is required in the Delivery Services portfolio.

### WHAT YOU'LL DO:

- Project Management supports such as:
  - Completing templates, project tracking and planning activities.
  - Reporting on project status.
  - Assist in establishing a standard process for collection of regular updates on various projects.
  - Maintain and update project repository with required tracking information
- Administrative duties such as:
  - Coordination of meetings, development of agendas, taking of minutes, maintenance of committee membership, and dissemination of materials. Will work closely with the team to gather materials, develop agendas, and document minutes\action items.
  - Attendance at various committees' and meetings, along with administrative support for recordkeeping and follow-up with both attendees and non-attendees.
  - Ensuring the timely entry and updating of data.
  - Assist in the creation of any required ad hoc reports and/or communications
- Reporting duties including: various spreadsheets, metrics and updating status reports.

### MUST- HAVES:

- Post-Secondary Degree or Diploma with a Business/Administrative focus
- One to two (1-2) years project related planning/coordinating experience

### WE VALUE:

- One (1) year Post-Secondary Certificate in project management or equivalent an asset
- Healthcare related experience an asset
- Strong understanding of Project and Portfolio Management techniques
- Familiarity with project management software, such as Microsoft Project
- Experience with Microsoft Office Suite
- Experience in project management best practices, policies, procedures, and processes.
- Experience generating reports and reporting work assignment progress.
- Experience establishing and maintaining effective relationships with clients, vendors, and team members.

**Company:** Transform Shared Service Organization

**Location:** Windsor, ON

**Posting Period:**  
May 16 to May 31<sup>st</sup>, 2023  
Closed at 4:00 pm

**Employment Type:**  
Temporary, Full-Time, One Year Contract

**Benefits:** Pension, Wellness Days, Vacation and more. Visit our [website](#) for more details

**Scope:** Internal & External

**Conditions:** Current business reference checks, vulnerable sector police clearance, and immunization medical clearance



## OTHER CONDITIONS:

- Minimal exposure to disagreeable conditions typical of an office position: exposed to stress and pressure associated with multiple priorities and deadlines
- Must be able to travel within the Southwestern Ontario area, when required
- Must be able to work evenings and weekends, when required

## ABOUT US:

TransForm Shared Service Organization, a non-profit, unique, innovative, results-driven organization founded by hospitals in the Erie St. Clair region. Our services include: information technology and information management support, sourcing and contract management, purchasing and logistics services, as well as project management. Our Mission is to deliver exceptional service and create new innovative ways to support the health system by enhancing value and improving patient outcomes. If you are service oriented, dedicated to exceeding performance expectations and interested in reaching your full potential, TransForm is for you! We welcome and appreciate your interest in our organization.

Want to know more about TransForm? Visit our [website!](#)

## TEAM BEHAVIOURS:



## HOW TO APPLY:

- ✓ Please email a copy of your cover letter and resume to [HR@transformssso.ca](mailto:HR@transformssso.ca).
- ✓ Reference the job and where you found the job posting in the subject line of the email.

TransForm is an equal opportunity employer and is committed to fair and accessible employment practices that attract and retain employees. Upon request, accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.

By applying to this position, you are confirming you possess a Canadian citizenship or a permanent resident status or work permit.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

TransForm is currently not accepting applications or solicitation from recruitment agencies. Thank you for your cooperation.

## STAY CONNECTED TO US:

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