



## ADMINISTRATIVE CLERK, ENTERPRISE PROJECT MANAGEMENT OFFICE (EPMO)

This job posting is funded through the [Canada Summer Jobs program](#). Candidates must meet the following requirements of the program to apply: between 15 and 30 years of age (inclusive) at the start of employment; a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under; and is legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

### POSITION SUMMARY:

The Administrative Clerk (EPMO) will provide administrative and clerical support to the Enterprise Project Management Office. The EPMO team manages the intake of new project requests, the preparation of evaluation-ready project proposals, and the handoff of approved project initiation documents to project managers for Information System (IS) and digital health projects.

### WHAT YOU'LL DO:

- Maintain and organize electronic files in SharePoint.
- Ensure proper file naming, version control, and access permissions.
- Regularly audit files to ensure compliance with organizational standards and policies.
- Assisting with EPMO meetings. Record and distribute detailed and accurate meeting minutes in a timely manner.
- Track action items and follow up as needed.
- Provide general administrative support to the EPMO team, including data entry, document preparation, and correspondence management.
- Collaborate with team members to improve processes and enhance administrative efficiency.

### EDUCATION & EXPERIENCE

- Enrolled in, or graduate of related Administrative or Project Management diploma, degree or certificate.
- Demonstrated knowledge of general office administrative applications, processes and procedures
- Proficiency with Microsoft Office tools (SharePoint, Outlook, Word, Power Point, Excel and Teams)
- Strong computer skills and ease learning new technologies.
- Demonstrated typing skills
- Established communication skills both verbal and written
- Team player who works well in a fast-paced, time sensitive customer focused environment

### 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

**Company:** TransForm Shared Service Organization

**Location:** Onsite Windsor, ON

**Posting Period:** April 29, 2025, to May 13, 2025.

**Employment Type:** Temporary, Full-Time for 8 weeks.

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

**Scope:** External

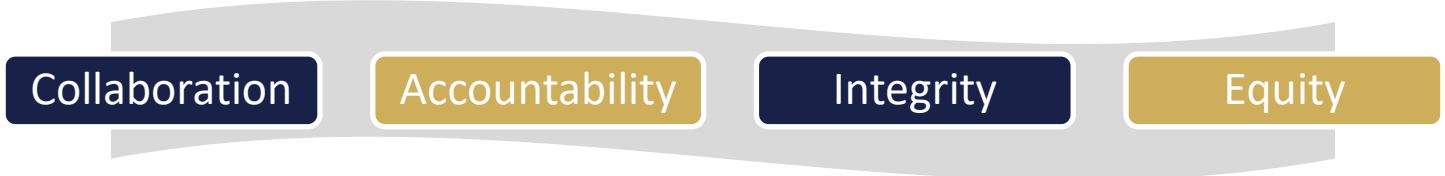
**Conditions:** Current business reference checks, judicial matters police clearance, and immunization medical clearance



## 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: clinical and business system application support, integration and development, information system infrastructure, information privacy, security, IT break fix, project management as well as other back office support services. As a strategic solutions centre committed to exceptional service delivery, TransForm leads, innovates and supports health system transformation. 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 committed to employment equity and welcomes diversity in the workplace. TransForm encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, immigrants & refugees, persons with disabilities, and persons of any sexual orientation, gender identity or gender expression. 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.

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