



**Med-I-Well Services Limited**, a Sudbury, Ontario based company focused on providing creative health enhancement solutions through innovative, high quality services to optimize the health and well-being of its clients is seeking a:

**Position:**            **Administrative Assistant**  
                              **Part-Time (24 hour per week)**

**Salary:**             To commensurate with level of education and work experience.

**Commencement**

**Date:**                November 8, 2010 or sooner

**Job Description**

**Administrative Duties:**

- Receptionist duties to include handling all incoming telephone calls; greeting clients, retrieving and transmitting facsimile communications.
- Computer-related duties using Microsoft Office Products, including preparing and responding to correspondence; preparing, proofing and editing reports and newsletters; preparing activity spreadsheets; preparing presentations and educational handouts.
- Confidential duties including handling sensitive and confidential information including management files, patient files, emails, contracts, proposals, and calendars. Also includes typing and transcription of confidential patient reports.
- Day to day office activities including handling office filing system, filing and maintaining correspondence, patient reports, other reports and accounting documentation, and ordering and maintaining office supplies.
- Other activities including proofreading all outgoing materials with special emphasis on correspondence, reports, patient reports, presentations, handouts, and newsletters.
- Organizational duties including arranging and implementing conferences, meetings and presentations; facilitating logistics including venue, audio and video requirements, refreshments, registration of attendees (handout materials, name tags, evaluation cards); and travel and lodgings.



**Other Duties:**

- Prepare data analysis of large databases using Microsoft Access software. Organize information for use in reports.
- Use other health-related data-based programs to compile information and prepare reports, as required. [Training Provided]

**How To Apply –**

Interested and qualified candidates are invited to submit in strictest confidence, *via* email, on, or before **Wednesday, October 27, 2010:**

- ▶ **Cover Letter**, including a response to the following question:  
**‘What will I do in the first 30 days of my employment as Administrative Assistant at Med-I-Well Services Ltd.?’**
- ▶ **Resume**
- ▶ **Three (3) References**

**To:**

Lucio Fabris B. Sc. Phm. CAE  
President  
Med-I-Well Services Ltd.

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