

## Administrative (Entry Level)

Do you want to be a part of an inclusive, collaborative team while acting as a catalyst for growth and transformation in the health sector?

Here at Health Cities, we do this every day. Each of our team members play a vital role in achieving our mandate of helping to transform the health economy, improve health outcomes, and drive economic development.

This drive to create change is what compels our team on a day-to-day basis. We are a small but mighty team of professionals who understand the power and importance of working both independently as well as collaboratively. Our days and tasks are full of variety, but always with a consistent end goal in sight. We are fortunate to have opportunities to meet and engage with members of our community, government, and industry, showcasing the endless potential for health innovation, and for building our network.

Because of our size, the Health Cities team has a familial rapport, and we value inclusivity and diversity. Our team members support one another, our ideas, and the special skills we each bring to the table while also holding each other accountable and learning along the way. We acknowledge that each person's circumstances are unique and offer flexibility in work environment and hours, and we do our best to support each team member in this way. Our roles are clearly defined, but with room for growth and expansion of duties. Here at Health Cities, we acknowledge the importance of each task and role, and its part in achieving our overall goal.

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### **Duties & Responsibilities**

- Data entry, review, and organization
- Meeting support and minute taking
- Support with basic accounts payable and receivables
- Event support
- General research
- Other administrative duties as needed

Interested in learning more about our opportunities? Email [admin@healthcities.ca](mailto:admin@healthcities.ca) for more information.