

Program and Inventory Assistant

https://www.linkedin.com/posts/lana-f-45a01b151_nowhiring-publichealth-healthcarecareers-share-7486426941319766016-Q9of/?utm_source=share&utm_medium=member_desktop&rcm=ACoAACR87cYBrgEK3JcovkCZ7GA7RAvbx5eaYh8

Clinical Services

Position Type: Full Time; Temporary (Approximately 6-9 months)

Salary: \$ 30.81 - \$ 32.59

Hybrid Work Arrangement: No

Job Summary

The Program and Inventory Assistant supports Vaccine Preventable Diseases programs by providing administrative support, coordinating vaccine inventory, assisting with clinics, maintaining records, and delivering excellent customer service in a fast-paced, team-oriented environment.

Minimum Requirements

- College Diploma - Office Administration - Executive College diploma or Health Services College diploma.
- Or a post-secondary degree in Business Administration, Public Health or Health Sciences related may be considered. (Bullet)
- 2 years recent related work experience (e.g., Public Health, health service or clinical setting experience dealing with medical and/or health terminology, vaccine/medication/inventory management).

To view the full job description and requirements, visit our Careers page at niagararegion.ca. Applications will be accepted to Program and Inventory Assistant JO45667 up to 11:59 p.m. on August 6, 2026.

Niagara Region serves a diverse urban and rural population of more than 475,000 and is committed to building a strong and prosperous Niagara. Collaborating with 12 local municipalities and community partners, the Region delivers high-quality programs and services that support individuals, families and communities. Nestled between Lakes Erie and Ontario, Niagara is known for its fertile farmland, majestic Niagara Falls, vibrant cities, wine industry, and rich history and culture.

Niagara Region values diversity and is committed to an inclusive workforce, encouraging Individuals from diverse backgrounds to apply. Recruiters will evaluate suitability based on the qualifications required for each role.