



## **EXECUTIVE ASSISTANT**

<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	CEO & President
<b>STATUS:</b>	Temporary Full-Time – up to 6 months
<b>SHIFT:</b>	Days
<b>COMPENSATION:</b>	Commensurate with Experience
<b>UNION:</b>	Non-Union
<b>AVAILABLE TO:</b>	Internal and External Candidates
<b>DATE POSTED:</b>	March 6, 2024

### **POSITION DESCRIPTION:**

Reporting to the President and CEO, the Executive Assistant (EA) is responsible for providing all phases of administrative support and secretarial services for the President and CEO and Board of Directors, in a timely, accurate and professional manner. The EA relieves the President & CEO of various administrative details by managing administrative operations with respect to planning, scheduling (Outlook Calendar), documentation, inquiries, anticipating needs and suggesting appropriate courses of action, with minimal supervision. The EA also supports the President & CEO in managing operational priorities and requirements of the Board of Directors; this includes coordinating meetings, developing agendas, recording minutes, determining and acting on follow-up items for committees, preparing and submitting government reports, coordinating administrative and Board policies.

### **QUALIFICATIONS:**

To be successful in this position, the candidate must possess post-secondary education in office administration or business management, or equivalent, and a minimum of three (3) years direct experience working in an executive assistant or senior administrative support role, preferably in a health care setting.

This position requires advanced keyboarding skills, proficiency in Microsoft Word, Outlook, PowerPoint, and Excel, as well as familiarity with technology related to videoconferencing (Teams and Zoom), document control systems, online reporting, and scheduling systems. Excellent verbal and written communication skills are essential, and minute-taking skills (using laptop/tablet during meeting) are a critical component of the role along with the ability to work in a self-directed fashion. The candidate must be a self-starter, demonstrating self-confidence and initiative in dealing professionally, effectively and courteously with all levels of staff and contacts of the President and CEO, while maintaining diplomacy and confidentiality. This position also requires exceptional organizational skills and ability to manage multiple competing priorities in a fast-paced environment. As well, knowledge of meeting/parliamentary rules and the ability to summarize complex debates would be beneficial.

### **SUBMIT RESUME TO:**

**Human Resources  
Haliburton Highlands Health Services  
Box 115, Haliburton, ON, K0M 1S0  
E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)  
Fax: 705-457-2398**

### **PLEASE QUOTE JOB NUMBER:**

**2024-21**

### **DEADLINE FOR APPLYING:**

**March 14, 2024**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.