



**It's more than a career... It's a lifestyle**

## **Executive Assistant to Vice President Kelowna, BC**

Interior Health is a publicly funded health authority with over 19,000 employees providing health programs and services to over 730,000 residents in the beautiful Southern Interior of British Columbia. We offer paid annual vacation, medical and dental benefits, a pension plan and a fabulous place to work.

The Executive Assistant (EA) is a respected and trusted partner within the Executive Leadership team and plays an integral role by providing confidential, senior level administrative support functions to the Vice President (VP). This position requires a high functioning, fast paced, detail oriented professional with senior administrative experience to act independently and take initiative to coordinate and organize portfolio workflow. The Executive Assistant maintains the VP's calendar, creates accurate correspondence, documents, briefs, presentations, and work plans, including the collection and collation of information from a variety of sources. This position coordinates portfolio team meetings, agendas, takes minutes, and arranges travel and accommodations. The Executive Assistant maintains the integrity and confidentiality of all information which flows through, and is processed for the Senior Executive Team Office.

The ideal candidate will have graduated from a recognized secretarial program; a relevant undergraduate business degree would be preferred, along with a minimum of five years' experience working at an executive assistant level within a large complex organization. An equivalent combination of education and experience may be considered.

**Visit [jobs.interiorhealth.ca](http://jobs.interiorhealth.ca) and apply to competition # 1232751  
By April 30, 2019**