



YEE HONG CENTRE FOR GERIATRIC CARE

Job Posting

Applications are invited for the following position:

Job:	Executive Assistant to the CEO	Job Ref. No.: 22/CO/005_AAP
Employee Group:	Non-Union	
Status:	Full Time	
Division:	Corporate	
Department:	Administration	
Reports to:	Chief Executive Officer	
Immediate Subordinates:	Administrative Assistant	

The Opportunity:

Join Yee Hong's passionate, growing and committed team as Executive Assistant to the CEO. Yee Hong Centre for Geriatric Care is one of the largest not-for-profit, culturally appropriate seniors care organizations in Canada. At several campuses of care and other service locations across the Greater Toronto Area, Yee Hong offers a full continuum of services including active seniors programs, adult day programs, caregiver support services, transportation, meals on wheels, congregating dining, home care, long-term care, and hospice/palliative care.

Yee Hong's vision is "Seniors living their lives to the fullest – with health, independence and dignity". In their living setting of choice, seniors and their families are supported to optimize their physical, mental, social and spiritual well-being. Yee Hong also supports other organizations with innovating seniors care through its advisory services, training and learning centre, and research. Yee Hong has been successfully accredited by Accreditation Canada seven consecutive times since it was established in 1994.

As a recipient of Canada's Most Admired Corporate Culture Award in 2020, Yee Hong is committed to innovation, diversity, teamwork, integrity, collaboration and accountability. Our people are the reason our residents and clients receive excellent care and enjoy a high quality of life. Yee Hong's progressive organizational culture and work environment attract, retain and develop the best staff, volunteers and students. Yee Hong is inviting applicants to apply for this exciting opportunity. We commit to a diverse, equitable and inclusive workplace, and offer a rewarding career as a member of our stellar team.

Position Summary:

Reporting to the CEO, the Executive Assistant provides a range of senior level administrative support services to the CEO, Board of Directors and standing committees, and senior leaders. The Executive Assistant leads and ensure the effective and efficient administration of Yee Hong's Corporate Office. The Executive Assistant to the CEO is an energetic professional who thrives in a dynamic, growing, and fast paced environment, who has initiative, sound judgment, discretion and excellent organization and communication skills to add value to the Corporate Office.

Primary Responsibilities:

1. Executive level administrative support to the Chief Executive Officer; serves as a Yee Hong brand ambassador and primary point of contact for internal and external parties; and anticipates and coordinates all matters pertaining to the CEO to ensure the smooth functioning of the Corporate Office. Responsibilities include:
 - Ensuring the timely flow of information to and from the CEO by proactively scanning the internal and external environment and anticipating, identifying, prioritizing and supporting the CEO with addressing issues and opportunities.
 - Scheduling and logistics for meetings and calls, proactively ensures that relevant information is available in advance of meetings.

- Drafting and managing communications including email, briefing notes, memos, letters, visual presentations, written reports and social media.
 - Supporting information gathering/research, analyzes data, and manages/supports the completion of regular and special reports and projects led by or involving the CEO.
 - Arranging business travel.
2. Executive level administrative support to the Board of Directors and Board Standing Committees including: board member recruitment, onboarding and education; board and committee work plan preparation, meeting agenda preparation, meeting logistics, board material preparation, minute-taking, surveys, and meeting follow-up. Liaises and coordinates with other Yee Hong Boards of Director administrative staff as required.
 3. Executive level administrative support to other Chiefs and Vice Presidents from time-to-time as requested, and support senior leadership and corporate meetings, travel, and projects.
 4. Leading Corporate Office administration and coordinating with other administrative professionals
 - Maintaining corporate administrative policies, procedures, workflow, and filing/record keeping systems.
 - Preparing payroll and corporate expense reports.
 - Managing inventory for the corporate office.
 - Learning, adopting and disseminating leading-edge administrative professional practices, tools, policies, and procedures.
 - Coordinate and work with other administrative professionals, students, volunteers reporting directly or indirectly within the organization as requested.

Qualifications:

- Minimum 7 years previous experience supporting C-level executives and Board of Directors.
- Proactive approach to anticipating priorities and issues, and solving problems with excellent judgment, decision-making skills and professionalism in a variety of situations with self-management skills and minimal supervision/guidance.
- Superior organization, and time management skills, with ability to prioritize competing demands under pressure and with exceptional attention to detail.
- Exceptional interpersonal, verbal and written communications skills. Excellent customer/client service and response, and team player. Ability to interact with internal and external parties of all levels in a confident, professional, and sensitive manner.
- Ability to maintain a high level of integrity and discretion in handling urgent, sensitive and/or confidential information.
- Highly flexible, adaptable and agile, with a continuous innovation, learning and improvement approach, and ability to work flexible hours to support urgent matters.
- Bachelor's degree or equivalent; formal administrative assistant training and professional development an asset.
- Advanced computer proficiency in MS Office including developing Word documents, PowerPoint presentations, and Excel spreadsheets.
- Technology savvy with proficiency in cloud-based applications including Survey Monkey, Sharepoint, File-Works, Adobe Acrobat and Social Media platforms strongly preferred.
- Satisfactory Police Check (with vulnerable sector screen) result.

Other Requirement

- Excellent communication (written/verbal) skills in English.

Working Conditions:

- On-site and off-site support.
- Occasional meetings in evenings or weekends.
- A valid driver's license and regular access to a vehicle

Closing date: Applications will be considered until the position is filled, with application review beginning **June 17, 2022**

Interested applicants may indicate their interest, in writing, by sending an email to hr@yeehong.com indicating the job reference number in the subject heading.

Notes:

- Yee Hong is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. If contacted for this employment opportunity, please advise if you require any accommodation.
- Successful applicants must provide a recent satisfactory vulnerable sector police reference check and medical clearance certificate
- As per legislative guidelines and orders, and in accordance with Yee Hong Centre for Geriatric Care's Pandemic, and Infection Prevention and Control policies, practices and protocols, all successful applicants must provide proof of all required doses of a COVID-19 vaccine approved by Health Canada or provide valid medical or Ontario Human Rights Code exemption.
- For current Yee Hong employees, please indicate your Employee Number on the resume

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Date: June 7, 2022