

JOB POSTING #2023/013

POSITION:

Executive Assistant – Executive Directors - Management/Non-Union

HOURS OF WORK:

Permanent – Full-Time – 35 Hours Per Week (1.00 FTE)

EFFECTIVE:

As Soon As Possible

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

Vacant Position

POSITION SUMMARY:

Reporting to an Executive Director, the Executive Assistant is responsible for providing a variety of confidential administrative, clerical and technical support functions and for coordinating daily activities for Executive Directors, and the Professional Practice Manager, and Managers. The incumbent will use a variety of software applications to produce reports, contracts, requests for proposals/tenders, corporate sponsorships, maintain databases, develop presentation materials, schedule and coordinate meetings, prepare and distribute agendas, record minutes and follows up with action items as necessary. The incumbent will process and disseminate information, support the preparation of financial and statistical documentation, track and submit reporting, support response to requests for information/personal information, perform administrative duties such as processing mail, filing, faxing and responding to inquiries by phone, email or in-person. The Executive Assistant also receives and responds to requests from the public and promotes positive relations with organizations and the community. The Executive Assistant provides services that are consistent with the mission, vision, values, objectives, policies and standards of the Board of Health. The incumbent will also provide backup coverage to other staff in their coverage pool.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- 2 year diploma from community college in Office Administration or combination of education and work experience considered equivalent
- Minimum of 5 years recent related work experience in a senior administrative position
- Experience in organizing meetings, including preparation of agendas, recording and distribution of minutes and documentation, with attention to detail and accuracy
- Experience operating and troubleshooting basic hardware/software/peripherals including: virtual meeting hardware and software, webinar tools, etc.
- Experience with web posting, include using a content management system to build web pages, store files, load and update text and image content
- Working knowledge of Robert's Rules of Order for efficient board meeting management
- Knowledge of the principles of quality assurance practices (e.g. policies and procedures)
- Knowledge of both hard-copy and electronic records management practices, including record retention requirements
- Knowledge of applicable privacy practices and laws as well as other legislation pertaining to public health practice

- Demonstrated knowledge and skills related to creating and editing electronic documents and web content in compliance with best practice standards and in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)*
- Understanding of corporate budgeting processes and associated reporting requirements
- Advanced computer skills with demonstrated proficiency in the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams) and Adobe Suite. **Please Note:** Formal proficiency tests will be done to evaluate proficiency level in Microsoft Word and Excel
- Excellent problem-solving, organizational, negotiation and interpersonal skills
- Advanced written communications skills including the ability to communicate ideas effectively in writing, preparing reports and correspondence for senior management approval and signature, reviewing and editing correspondence and reports and synthesizing discussions
- Advanced oral communication skills including ability to effectively assess and respond to routine and challenging situations or demands from external agencies, partners, government, and the public
- Extensive attention to detail to ensure compliance with quality assurance practices
- Advanced grammatical spelling and/or proof-reading and composition skills
- Demonstrated skills and accuracy in keyboarding
- Committed to providing exceptional client service
- Ability to learn and anticipate the needs of the Executive Directors and Managers they support
- Ability to be flexible with processes and approaches
- Ability to manage multiple complex and competing priorities and meet deadlines
- Ability to recognize and show discretion in handling highly sensitive and confidential matters
- Ability to support and project values compatible with the organization
- Demonstrated commitment to continuous learning and quality improvement
- Ability to coordinate activities and arrange travel plans and itineraries
- Demonstrated reliability, ability to function independently and/or in a team environment
- Ability to work flexible hours to meet service needs and respond to work assignments on short notice

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

HOURLY RATE:

Minimum \$31.60 to Maximum \$37.18 (Pay Band 2)

CLOSING DATE:

Will remain open to applicants until position is filled.

APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

Wendy Moore, Human Resources Coordinator

Attention: Job Posting #2023/013

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or

Email: human.resources@healthunit.ca







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

Once posting is closed, please refer to website for status of job posting

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	705-474-8252		705-746-2711