



POSITION DESCRIPTION

POSITION TITLE: Executive Assistant

RESPONSIBLE TO: Chief Information Officer

GENERAL ACCOUNTABILITIES:

*The **Executive Assistant** serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Executive Assistant is an essential member of the client-centred health professional Team. The Executive Assistant will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework. The Executive Assistant will assist the Chief Information Officer in the implementation of strategic information technology and information management solutions in order to improve client care and public accountability.*

SPECIFIC ACCOUNTABILITIES:

1. Assist the Chief Information Officer (CIO) to:
 - Manage and coordinate the executive's schedule, including meetings, appointments, and travel arrangements.
 - Serve as the primary point of contact between the executive and internal/external stakeholders. Screen and prioritize communications, including emails, phone calls, and correspondence.
 - Organize and prepare for meetings, including scheduling, agenda creation, distribution of materials, and minute-taking. Follow up on action items to ensure completion.
 - Plan and coordinate domestic and international travel, including flights, accommodations, transportation, and itineraries.
 - Draft, edit, and review documents, presentations, confidential correspondence, memoranda, contract, reports, and other materials for the executive. Ensure accuracy and professionalism in all communications.
 - Assist in the coordination and management of special projects, ensuring timely completion and alignment with the executive's goals.
 - Handle confidential information with discretion and ensure that sensitive matters are managed with the utmost confidentiality.
 - Build and maintain positive relationships with partners, and internal teams on behalf of the executive.
 - Assist in the planning and execution of company events, including team meetings, conferences, and off-site activities.
 - Perform other duties as assigned.

QUALIFICATIONS:

- Thorough knowledge of and proficiency in office administrative practices and procedures.
- Undergraduate degree in a relevant discipline or College Diploma in Office Administration & evidence of continued professional development.
- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software tools. Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- High level of discretion and confidentiality.
- Strong interpersonal skills and the ability to build relationships with stakeholders at all levels.
- Proactive and self-motivated with a strong sense of initiative.
- Problem-solving abilities and attention to detail.
- Demonstrated ability to be flexible and possess excellent organization and problem-solving skills.
- Good communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment.

EXPERIENCES:

- Minimum 3-5 years of experience performing executive level administrative support work;
- Demonstrated ability to problem-solve and work under minimal supervision;
- Innovation - Identify progressive solutions that improve service, teamwork, efficiency, and/or effectiveness;
- Teamwork - Be a part of the whole; support each other positively.

I understand the requirements, essential functions and duties of the position.

Date

Revised: March 2024