



## POSITION DESCRIPTION

**POSITION TITLE:** Executive Assistant

**RESPONSIBLE TO:** Chief Information Officer

### GENERAL ACCOUNTABILITES:

*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.*

### SUMMARY OF FUNCTIONS:

The major responsibilities of the Executive Assistant will be to support the Chief Information Officer in all administrative functions.

### SPECIFIC ACCOUNTABILITIES:

1. Assist the Chief Information Officer (CIO) to:
  - Promptly receive and screen incoming telephone calls for the CIO;
  - Promptly screen and distribute incoming electronic and paper mail, responding where appropriate;
  - Maintaining schedule for the CIO;
  - Plan and coordinate with external organizations including partner organizations;
  - Provide accurate word-processing support by composing and editing a variety of documents. This includes many highly confidential correspondence, memoranda, contract and proposals;
  - Coordinate and support the Tendering process;
  - Coordinates purchasing;
  - Prepare presentations using Advanced MS Office (including PowerPoint & Excel) and business software skills;
  - Assist with team project coordination, maintenance and reporting; including creation of status reports and metrics;
  - Develop and maintain a well-organized filing system that permit easy reference and rapid retrieval of information;
  - Prepare agendas and compile and distribute information for Health Information Systems Team meetings;
  - Take and distribute meeting minutes;
  - Provide backup to the Help Desk and other administrative functions as required;
  - Arrange travel, hotel and care reservations and prepare itinerary when required.
  
2. Other duties as assigned or assumed on personal initiative.

## **QUALIFICATIONS:**

1. Thorough knowledge of and proficiency in office administrative practices and procedures.
2. Undergraduate degree in a relevant discipline or College Diploma in Office Administration & evidence of continued professional development.
3. Minimum of three - five years' administrative experience of progressive responsibility, preferably in a human service/health care organization.
4. Prior experience and knowledge in IT Fundamentals an asset.
5. Basic experience in human resources an asset.
6. Demonstrated ability to be flexible, and possess excellent organization and problem-solving skills.
7. Good communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment.
8. Advanced knowledge and proficiency in the use of computers including Advanced MS Office and various data base packages.

Revised: July 2018