



Compass Community Health offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking an:

**Executive Assistant
(To the Chief Information Officer & CPO)**

**24-Months Contract Full-Time (37.5 hours/week)
(Annual Salary Range: \$53,720 - \$63,197)**

What we're looking for:

- A self-motivated, executive-level administrative professional with a get-things-done attitude!
- Strong communication skills, easily adaptable to changes and demonstrates flexibility
- Advanced knowledge & experience in MS Office Suite

What you can expect to do:

- Provide comprehensive administrative support to the Chief Information Officer
- Prepare presentations and reports
- Coordinate purchasing and the tendering process
- Take team meeting minutes and support the Health Information Systems Team

We invite you to review the **Executive Assistant** job description on our website under Careers at <http://www.compassch.org/> for additional job related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications; and option to enroll in the HOOPP pension plan.

Please respond in confidence by Friday, November 25, 2022 at 4:00 p.m. to:

Human Resources Specialist
Email: hr@compassch.org
438 Hughson Street North, Hamilton, ON, L8L 4N5

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

Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodations.