



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 CIO
12-month Contract (Full Time 37.50 hours/week)
(With a potential opportunity of permanent full-time in the future)
(Annual Salary Range: \$53,721 - \$63,197)

What we are looking for:

- 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;
- Strong written and verbal communication abilities;
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

What you can expect to do:

- Manage and coordinate the executive's schedule, including meetings, appointments, and travel arrangements;
- 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 planning and execution of company events, including team meetings, conferences, and off-site activities.

We invite you to review the **Executive Assistant** job description on our website under Careers at <https://www.compassch.org/about-us/employment-opportunities-careers> 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, September 06, 2024, at 4:00 p.m. to:

Human Resources Specialist
Email: hr@compassch.org

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.