



Timmins and District Hospital L'Hôpital de Timmins et du district

Si vous souhaitez recevoir cette annonce d'emploi en français, s'il vous plait contactez le département des ressources humaines au kkampman@tadh.com ou par téléphone au 705-267-6371.

Executive Assistant to President and CEO Full-time

POSITION SUMMARY: The Executive Assistant provides administrative support to the President and CEO, and serves as secretary to the Board of Directors.

POSITION RESPONSIBILITIES

- Provide administrative support to the President and CEO and serve as Secretary to the hospital's Board of Directors.
- Organize meetings, including scheduling, agendas, sending reminders, and organizing catering when necessary.
- Establish and maintain effective relationships with the Board of Directors and the management team.
- Answering incoming phone calls in a polite and professional manner and accurately taking messages.
- Manage the President and CEO's day-to-day calendar, including making appointments and prioritizing the most sensitive matters.
- Maintain comprehensive and accurate hospital records, bylaws, documents, and reports.
- Filter and prioritize client visits and phone calls.
- Ensure the President and CEO is updated on all hospital related matters.
- Manage and coordinate the flow of internal and external information to and from the President and CEO's office.
- Attend and record minutes for Senior Leadership meetings, Board Committee meetings, and monthly Board meetings and provide follow up as required.
- Perform minor accounting and bookkeeping duties.
- Assist the President and CEO with e-mail, memo, and letter correspondence.
- Perform other duties as assigned by the President and CEO.

POSITION REQUIREMENTS:

- A college diploma in Administration/Business from a recognized post-secondary institution or its equivalent in knowledge and experience.
- Three to five years of progressively responsible administrative experience. Preferably, hospital related.
- Excellent interpersonal and client relations skills.
- Excellent organizational and time management skills.
- Excellent computer skills with knowledge in Microsoft Office Suite including Outlook, Word, Excel, and Access.
- Must maintain regular attendance at work.

- Must have the ability to meet the physical demands of the role.
- The ability to work while sitting most of the day.
- Must possess the ability to provide effective services to clients/patients in both English and French. Individuals who do not meet the language requirements of this posting are invited to submit their resumes for future consideration.
- Must have had at least two doses of the COVID-19 vaccine.
- All TADH staff members must follow the COVID-19 vaccination series in accordance with the most up-to-date vaccine guidance provided by the Ontario Ministry of Health.

Compensation and Benefits

- Rate of Pay: To be determined, based on experience and certification
- Option to enroll into Healthcare of Ontario Pension Plan.

Interested applicants must submit their résumé to the Department of Human Resources, Timmins and District Hospital, 700 Ross Avenue East, Timmins, Ontario, P4N 8P2. Telephone (705) 267-6371; Fax (705) 360-6008; Attention: Kayla Kampman, email kkampman@tadh.com.

Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

**** In the spirit of equity and inclusion, lived experience including intersectionality as a racialized individual, a woman, a member of 2SLGBTQIA+ communities, or a Person with a Disability will be a large consideration in the selection process.***

TADH is committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. TADH is dedicated to building a workforce reflective of the communities in which we live, serve, and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify.

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

EXEMPLARY CARE TO NORTHERNERS

WORKING TOGETHER WITH OUR PARTNERS TO IMPROVE THE HEALTH OF NORTHERNERS