



**North Eastman Health Association Inc.
Job Description**

Executive Assistant

POSITION SUMMARY:

The Executive Assistant is responsible for providing administrative support to the Executive Team, and assists in special projects as directed.

REPORTS TO: VP of Programs & Services & VP of Support Services

QUALIFICATIONS:

- Completion of Grade 12 or equivalent.
- Completion of a recognized secretarial course.
- Recent related experience is required.
- Ability to operate required equipment.
- Accurate typing skills with a minimum speed of 80 words per minutes.
- Experience with Windows 95 and Microsoft Office.
- Ability to maintain positive working relationships.
- Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, public, Board Members, etc.
- Demonstrated ability to maintain professional ethics & confidentiality at all times.
- Ability to work with minimal supervision with frequent interruptions.
- Transcription is an asset.

FUNCTIONS:

A. ADMINISTRATIVE SUPPORT

- coordinate the Managers' schedules and maintain a calendar of meetings/events
- arrange meetings including scheduling/notifying participants, book meeting rooms, prepare agendas and support material as requested, coordinate meals/beverages as required
- produce letters, reports and minutes as required
- draft correspondence
- assist in the development of the Regional Health Plan(s)
- establish and maintain a central administrative filing system
- establish and maintain an "Bring Forward" system in order to meet corporate deadlines
- provide reception and switchboard services
- purchase office supplies as required
- initiate and establish office procedures as required
- liaise with other RHAs to link/share planning activities and material
- pickup and sort mail on a daily basis

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- undertake special projects as required
 - participate on assigned committees
 - in the absence of the Executive Assistant to the CEO: 1) coordinate logistics of regular and special Board meetings, 2) produce meeting agendas and support material including prepared resolutions, 3) record and produce minutes of regular and special Board meetings, 4) maintain Board Packages, Minutes, Resolutions and Board Manuals, 5) provide coordination and travel to conference/training events for Board members and 6) provide support to the CEO

B. EXECUTIVE TEAM SUPPORT

- record and produce minutes of meeting
- collate and disseminate information
- assist in the development of regional policies and their distribution
- undertake special projects as assigned

Incumbent's Signature

Date

Supervisor's Signature

Date