



North Eastman Health Association Inc. Job Description

Executive Assistant – CEO

POSITION SUMMARY:

The Executive Assistant is responsible for providing administrative support to the CEO and when required to the Executive Team, and assists in special projects as directed. The Executive Assistant also acts as regional communications coordinator for the North Eastman Health Association Inc. The Executive Assistant also provides support to the Board of Directors.

REPORTS TO: Chief Executive Officer

QUALIFICATIONS:

- Completion of Grade 12 or equivalent.
- Completion of a recognized secretarial course.
- Recent related experience is required.
- Ability to operate required equipment.
- 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.

SPECIAL QUALIFICATIONS:

- Must be self-motivated and possess a demonstrated ability in communications.
- Good verbal communication skills are required when dealing with senior personnel, management, the public, the Board, etc.
- Shall promote and maintain harmonious interdepartmental relationships.
- Maintain a flexible attitude in relation to change. Must be accountable for own actions.

FUNCTIONS:

A. ADMINISTRATIVE SUPPORT

- coordinate CEO schedule and maintain a calendar of meetings/events
- arrange meetings including scheduling/notifying participants, booking meeting rooms, preparing agenda and support material as requested, coordinating meals/beverages as required
- produce letters, reports and minutes as required
- draft correspondence
- transcription is an asset
- 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

- maintain and coordinate payroll functions for the corporate office
- 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
- undertake special projects as required
- participate on assigned committees
- coordinate logistics of regular and special Board meetings
- produce meeting agenda and support material including prepared resolutions
- record and produce minutes of regular and special meetings of the Board
- maintain Board Packages, Minutes, Resolutions and Board Manuals
- provide coordination and travel to conference/training events for Board members

B. COMMUNICATIONS

- work collaboratively with management, the Board and regional staff to identify communication needs
- develop and maintain a Corporate Communications Plan
- develop and maintain a Media Plan
- develop procedures and guidelines for communications activities
- assist in the development of a budget for communications
- provide coordination function for communication activities within the region
- design and produce internal and external newsletters
- develop other communications material as required, e.g. fact sheets, service directories, internet home page, orientation packages, mobile displays
- develop and maintain a database of communications material and information requests
- ensure visual identity is developed and maintained within all NEHA facilities and community offices
- facilitate communications planning and establish goal monitoring process
- maintain media coverage files
- undertake special projects as directed by the Chief Executive Officer.

C. 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