

The North East Local Health Integration Network (NE LHIN) is dedicated to leading a high quality integrated health system for people living in Northeastern Ontario. The NE LHIN plans, funds and works to integrate health services across the region. The NE LHIN is also responsible for the delivery of quality home and community care services for people who call Northeastern Ontario home. As a health system manager, we need ambitious, creative people who are motivated to make a difference in their community, prepared to challenge the status quo and ready to use their diverse skills to strengthen the system of care for Northerners. We're looking for the right people with the right skills to achieve our strategic priorities and vision of providing quality health care when Northerners need it.

We have the following full time position now available:

Executive Assistant
Location: North Bay Office

Job posting #012-18

Supporting the Strategy and System Planning leadership team, this position will provide administrative support to the Vice President and other leaders within the portfolio.

KEY ACCOUNTABILITIES:

- Coordinates all administrative functions for the Vice President and other leaders;
- Coordinates the flow of information to Sub-Region leads and keeps them apprised of changes, protocols and communications from the CEO, other LHIN Corporate office, LHIN Liaison Branch (LLB), Ministry and Minister's office;
- Supports Sub-Region quarterly review process and meetings with Health Service Providers;
- Reviews incoming emails and other materials to determine follow up and initiate required action, update and advise the appropriate individuals on progress and potential contentious issues;
- Schedules meetings, including booking rooms, office equipment, and organizing materials and supplies;
- Records and transcribes minutes of meetings and tracks resolutions and decisions taken;
- Participates on committees, internal planning groups, task forces and working groups within the Nipissing/Timiskaming Sub-Region;
- Supports projects by analyzing data, preparing reports, correspondence and presentations;
- Reviews letters, briefing notes and other documents before submitting to the CEO or the Ministry; follows up with the Sub-Region team to ensure deadlines are met;
- Routinely handles confidential information relating the portfolio, health service partners and organizational strategy.

POSITION REQUIREMENTS:

- Post-secondary education in office administration and/or equivalent experience;
- 3 to 5 years relevant experience providing administrative support, preferably to senior executives in a public sector environment;
- Good knowledge of general office administrative processes and procedures;
- Advanced keyboarding skills and proven proficiency with PC-based hardware/software (Microsoft Office Suite) and inter/intranets;
- Excellent time management skills and ability to prioritize multiple demands and projects;
- Ability to work with minimal supervision, using tact and discretion when necessary;
- Superior interpersonal, oral communication and relationship management skills to effectively interact with internal NE LHIN staff at all levels and with a variety of external stakeholders;
- Ability to handle sensitive and confidential information in a discreet and professional manner when discussing issues with other NE LHIN staff or external parties;
- Knowledge and experience with data and statistical analysis;
- A keen attention to detail with excellent writing and proofreading skills;
- Proven ability to compose written reports, business correspondence and minutes of meetings that are concise, accurate and grammatically sound;
- Superior oral and written proficiency in English is required; French considered an asset

SALARY:

Commensurate with qualification and experience and subject to job evaluation.

Should you be interested in applying for this exciting career opportunity, please forward your cover letter and resume via email to nelhinemployment@lhins.on.ca by 4:30 pm **February 13, 2018**. For more information on the North East LHIN, please visit us at www.nelhin.on.ca.

Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.

Please reference job posting #012-18 when applying.

The LHIN is an equal opportunity employer and all applicants are welcome. We thank all applicants; however, only those candidates selected for an interview will be contacted.