

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 temporary/full-time position now available:

Executive Assistant, Strategy and System Planning

Location: Timmins

Term: November 2017 to March 2018

Job Posting #189-17

Reporting directly to the Vice President, Strategy and System Planning, this position will provide administrative support to the Vice President and other Executives within the portfolio, depending on business needs.

KEY ACCOUNTABILITIES:

- Manages calendar of designated Executives by scheduling meetings and making adjustments as necessary based on changing needs and priorities;
- Schedules meetings as assigned, including booking rooms, office equipment, and organizing materials and supplies;
- Records and transcribes minutes of meetings;
- Prepares reports, correspondences, presentations and a variety of other materials as assigned;
- Reviews incoming and outgoing correspondence and responds to letters and general correspondence of a routine nature and maintains physical, electronic, project and official files for the portfolio;
- 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;
- Routinely handles confidential information relating the portfolio and the larger organizational environment;
- Liaises with other Executive Assistants as necessary to resolve administrative problems and ensure the smooth running of the portfolio.

POSITION REQUIREMENTS:

- Relevant experience providing administrative support, preferably to senior executives in a public sector environment;
- Good knowledge of general office administrative processes and procedures;
- Advanced key-boarding skills and proven proficiency with a variety of software programs in the Microsoft Office Suite;
- Ability to compose business correspondence, minutes of meetings and reports that are concise, accurate and grammatically sound;
- Strong time management and organizational skills;
- Ability to work with minimal supervision, using tact and discretion when necessary;
- Ability to handle sensitive and confidential information in a discreet and professional manner when discussing issues with other NE LHIN staff or external parties;
- Effective interpersonal, oral communication, and relationship management skills to interact regularly with internal NE LHIN staff at all levels and with external stakeholders;
- Ability to collaborate with other administrative staff to resolve problems and suggest changes to current practices and procedures;
- Superior oral and written proficiency in English is essential, French considered an asset.

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 **November 24, 2017**. 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 #189-17 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.