



## The North Simcoe OHT is seeking an **Executive Assistant**

The North Simcoe Ontario Health Team is a collective of healthcare organizations representing hospital services, team-based primary care, mental health community services as well as patient and physician partners that are committed to advancing quality care in our communities.

Partners are committed to creating a seamless, coordinated, comprehensive system of care for the residents of North Simcoe. We strive to meet the unique needs of our communities, accounting for cultural and linguistic consideration, as well as the holistic well-being of complex and vulnerable members. Working together with engagement from patients and caregivers – our vision is to improve health outcomes, quality of care and the patient experience within the healthcare and social services system.

### **Position Summary**

The Executive Assistant (EA) will play an integral role in the success of the NSOHT. The primary function is to assist the Director in achieving the vision, mission, and goals of the NSOHT. The EA reports to the Director.

### **Duties and Responsibilities**

- Assists the Director daily as required.
- Provides administrative support for the day-to-day operations of the NSOHT.
- Open and sort mail, emails, and general correspondence.
- Organize meetings, including booking of rooms, catering, compiling, and processing of minutes, distribution of meeting agendas and materials.
- Support working group.
- Organize receivables, upload invoices and receipts appropriately.
- Responsible for obtaining appropriate signatures for documents and cheques.
- Assists in the development and production of internal communications.
- Assists in the development and production of website and social media communications.
- Provides coverage for the NSOHT Administrative Assistant as needed (e.g., staff shortage, sick, vacations, leaves as requested).
- Order office and medical supplies in collaboration with team members.
- Adheres to all policies and procedures and maintains current knowledge of policy manuals.
- Works in compliance with Health & Safety laws adhering to safe work practices and procedures established by NSOHT.
- Exercise reasonable care and caution in protecting confidential and sensitive information of patients, their families, employees, and the NSOHT organization.
- Participate in meetings as requested.
- Provide back-up coverage for the NSOHT Administrative Assistant as needed (e.g., staff shortage, sick, vacations, leaves as requested).
- Assist in administrative assistant duties as required (e.g. answer telephones, scheduling appointments, greet and direct patients)
- Assist in general administrative tasks such as word processing, scanning, and faxing.
- Other duties as requested/required.

## Education and Experience

- Certificate or diploma in Office Administration or other related post-secondary education.
- At least 3 years' experience in a similar position within a healthcare environment.
- Excellent interpersonal oral/written communication skills.
- Strong problem-solving skills.
- Must be able to multi-task and prioritize while working within a busy environment.
- Exceptional customer service skills with the ability to work independently and as a team member.
- Experience with medical terminology an asset.
- Exercises good judgement.
- High degree of proficiency with Microsoft Office (Word/Excel/Outlook).
- Strong knowledge of Accuro EMR.
- Exceptional organizational skills and attention to detail.

Employment Type	Full-Time
Contract Duration	3 Years
Salary	Reflective of Skill Set and Experience
Benefits	3 weeks paid vacation per year
Hours of work	40 hours per week

**Qualified applicants should submit a cover letter and resume to:**

Ashlee Hood, Executive Assistant at [info@nsfht.ca](mailto:info@nsfht.ca)

We appreciate all submissions, but only those selected for an interview will be contacted.