

Join our team!

Full Time Executive Assistant

The successful candidate will be responsible for providing confidential administrative support to the Senior Management Team, Board of Directors, and Chief of Staff. Reporting directly to the CEO, the successful candidate is a highly motivated and creative individual who demonstrates superior attention to detail, excellent judgement, and proven communication skills both written and oral.

In addition, the successful candidate will foster and support a team environment to ensure the attainment of our organizational objectives, will act as a role model for all staff and will promote the reputation of the facility in the community.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This position will remain open until filled.

Qualifications:

The successful candidate should possess the following:

- Successful completion of a post-secondary diploma in a related field
- Minimum of three years' experience in a similar EA position preferred
- Ability to work with a minimum of supervision is essential
- Advanced knowledge of Microsoft Office
- Superior organizational, prioritizing, and multi-tasking skills
- High level of accuracy and attention to detail
- Established skills recording meeting minutes.
- Ability to provide regular attendance
- Bilingualism in French and English is an asset

Benefits:

This position offers a competitive compensation package including paid vacation and sick leave, health and dental benefits, life insurance and pension plan. Wage is \$29.05 - \$32.70 per hour based on experience.



espanola
regional hospital
and health centre

To apply, please email your resume outlining your relevant experience to:

recruitment@esphosp.on.ca