

Join our team!

Executive Assistant – Office of the CEO

We are currently seeking a highly organized, professional and proactive Executive Assistant to provide confidential executive and governance support to the Hospital's Board of Directors, CEO and Senior Leadership Team.

This is a key organizational role requiring exceptional judgment, discretion, communication and organizational skills. The successful candidate will work independently in a fast-paced environment, manage competing priorities and serve as a trusted liaison between executive leadership, physicians, staff, community partners and external stakeholders.

The Espanola Regional Hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require accommodation.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted.

Qualifications:

- Post-secondary diploma or degree in Business Administration, Office Administration, Executive Administration or a related field.
- Minimum 3–5 years of progressive experience in an Executive Assistant or senior administrative role.
- Experience supporting senior executives, a Board of Directors or governance committees is strongly preferred.
- Exceptional organizational, time-management and prioritization skills.
- Excellent written and verbal communication skills.

- Demonstrated judgment, initiative, tact, diplomacy and ability to manage confidential information.
- Strong Microsoft Office and technology skills.
- Healthcare or public sector experience is an asset.
- Bilingualism in French and English is an asset.

Position Summary:

- Provide confidential, high-level administrative and executive support to the CEO, Board of Directors and Senior Leadership Team.
- Coordinate complex calendars, meetings, travel, correspondence and executive priorities.
- Provide comprehensive Board and governance support, including agendas, meeting packages, minutes, Board calendars and member onboarding.
- Coordinate Senior Leadership schedules, and other corporate meetings and committees.
- Monitor and follow up on action items, deadlines, and decisions arising from meetings.
- Lead the planning and coordination of corporate events, including Board functions, Annual General Meetings, community engagements, celebrations and special events.
- Support physician recruitment, onboarding, credentialing and housing coordination.
- Serve as a professional liaison with physicians, community partners, public agencies and other external stakeholders.
- Coordinate special projects, accreditation activities and other initiatives on behalf of Senior Leadership.
- Maintain the highest standards of confidentiality, professionalism and discretion.

Benefits:

This position offers a competitive compensation package including paid vacation and sick leave, health and dental benefits, life insurance and pension plan. Starting wage is \$33.831 to \$38.078 depending on experience.



espanola
regional hospital
and health centre

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

recruitment@esphosp.on.ca