

*The South West Local Health Integration Network (LHIN) is one of 14 local organizations in Ontario that plan, coordinate and fund local health services and deliver high quality home and community care to patients and families. The South West LHIN is committed to health improvement, innovation, and the establishment of collaborative partnerships to improve population health, patient experience and value for money across the health care system.*

*LHIN staff incorporates the best aspects of teamwork and continuous learning as they work with the local community to ensure the best health outcomes for everyone. If you have a passion for excellence and an entrepreneurial spirit, this is your opportunity to make a difference as part of a dynamic team transforming the Ontario healthcare system.*

## EXECUTIVE ASSISTANT (Two Permanent Full-Time Positions)

### The Opportunity

Reporting to Director positions, the Executive Assistant provides critical administration, coordination and project management support to assist in meeting strategic and corporate objectives, while maintaining operational performance and accountability requirements. This position is responsible for supporting the efficient organization and functioning of teams within an assigned portfolio.

### What Can I Expect to Do?

- Establish and maintain effective working relationships and communications with staff, key stakeholders and partners.
- Organize and maintain confidential files.
- Meet regularly with Directors, to review calendar priorities, email requests, meeting schedules and upcoming travel; and prioritize open action items.
- Work closely and effectively with Director-level positions to keep him/her well informed of upcoming commitments and responsibilities, and follow up appropriately.
- Provide administrative support, including meeting organization, minute taking, planning and follow up for committees and working groups to monitor implementation of work plans.
- Coordinate, prepare and/or edit business materials such as letters, emails, memos and presentations.
- Effectively prioritize and research issues that may arise, including the collection of data and preparation of supporting documentation.
- Initiate, plan and carry out a variety of special projects, research or assignments for the Director, as required.
- Set-up, track and report on status across multiple projects and coordinate timely communication required to ensure projects remain on-track.
- Ensure accuracy and consistency of information shared with the Directors, teams and organization.
- Collaborate with other LHIN staff across portfolios and teams to advance the LHIN's strategic directions and operational activities.
- Other duties as assigned.

**Location:** This position is located in the South West LHIN region.

### How do I qualify?

#### Education:

- Post-secondary education/training in business, health administration or related discipline

### Experience and Skills:

- Minimum three years experience in an Executive Assistant role working with leaders/directors.
- Demonstrated sound judgment and discretion in dealing with highly confidential and sensitive information.
- Excellent judgment in setting priorities, identifying issues and determining action required.
- Strong communication and negotiation skills with an ability to work in a collaborative environment with internal and external stakeholders to meet strategic corporate objectives.
- Flexibility and adaptability in a dynamic and fast paced work environment; ability to effectively prioritize and manage multiple projects with short deadlines.
- Self-directed, continual learner able to work with minimal supervision to plan, prioritize and proactively manage schedules, tasks, and changing needs.
- Strong understanding of LHIN corporate objectives and priorities.
- Excellent ability to see the big picture, anticipate problems, organize and coordinate appropriate responses.
- Superior interpersonal, written and oral communication skills.
- Demonstrated organization, planning, time-management, and problem-solving skills.

### Technical Skills:

- Proficient with PC based hardware/software and inter/intranets
- Ability to use a variety of software programs including advanced skills with Microsoft office suite

### Language:

- Proficiency in French is an asset.

***Should you be interested in this exciting opportunity, please visit [www.ccacjobs.ca](http://www.ccacjobs.ca) to apply. Application deadline is May 29, 2017.***

**Compensation includes competitive salary, benefits and pension plan.**

**For further information on the South West LHIN please visit: <http://www.southwestlhin.on.ca>**

*The LHIN is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.*