

## Executive Assistant

### Full-time permanent (37.5 hours/week)

The Upper Grand Family Health Team offers the opportunity to join an innovative, community-based primary health care team serving the Fergus, Elora and Arthur area. We are looking for a talented team player to join us as we continue to provide a model of excellence in rural primary health care.

#### Position description

The Executive Assistant is responsible for a wide variety of administrative duties in support of the Executive Director, members of Board and Medical Director. The successful candidate will be tasked with organizing meetings and events, preparing various reports, maintaining records, reconciling bank statements, drafting sensitive correspondence, and performing tasks that optimize day-to-day team operations.

#### Requirements

- A post-secondary school diploma or degree in Office Management, Business Administration or equivalent.
- Experience as an Executive Assistant including working with Boards of Directors.
- Strong knowledge of general office procedures involving procurement, budget management, financial reporting, and office management.
- Proficiency in the use of information technology and systems.
- Excellent communication and writing skills, with an ability to be both self-driven and an effective part of a high performing team.
- Ability to manage a complex agenda and schedule while maintaining high levels of confidentiality.
- Ability to multi-task, prioritize, manage time effectively and produce work of the highest quality in a fast-paced environment.
- Strong customer service orientation and a demonstrated ability to handle difficult situations as they arise.
- Ability to be professional, respectful, diplomatic, tactful and discreet in working with team members.
- Valid Ontario Drivers' License and access to own reliable vehicle.
- Current Ontario Joint Health and Safety Committee (JHSC) certification or willingness to obtain certification within first year of employment.

A detailed job description is available upon request.

We offer a competitive compensation package that includes extended health and dental benefits and membership in the Healthcare of Ontario Pension Plan (HOOPP). Interested candidates are invited to submit a cover letter and résumé by **April 30, 2019** to:

*Kristin Kathiravelu, Executive Director*  
Upper Grand Family Health Team  
143 Mecalfe St., P.O. Box 3082, Elora ON, N0B 1S0  
[careers@uppergrandfht.org](mailto:careers@uppergrandfht.org)  
Fax: (519) 843-7386

*The Upper Grand Family Health Team supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal peoples and persons with a disability. Accommodations are available upon request for candidates at any point in the selection process. Please direct questions and/or requests to [careers@uppergrandfht.org](mailto:careers@uppergrandfht.org).*

*We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.*