



## **Grey Bruce Public Health**

*Working with Grey Bruce communities to protect and promote health.*

### **Executive Assistant Competition #2024-13**

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#### **Permanent Full Time**

Reporting to the MOH, the Executive Assistant provides confidential executive-level administrative support including routine administrative functions, as well as special projects to the MOH and the Board of Health.

#### **Role Overview:**

- Perform confidential executive-level duties for the MOH and Board of Health for the management and administration of Health Unit programs
- Compile, prepare, edit, and proofread correspondence, presentations, reports, and related material
- Schedule, prepare agendas, and record minutes for various Health Unit meetings
- Assist in maintaining the systems and processes that support operations, including managing resources, operational plans, and performance management
- Provide liaison and coordination to support health unit objectives
- Collaborate and co-ordinate services with inter-professional teams and appropriate managers

#### **Qualifications:**

##### **Education — Training - Experience**

- 3-year College diploma in Office Administration — Executive, Office Administrator, or related or equivalent combination of education and experience.
- Minimum of five years secretarial/administrative assistant experience at a senior management level.

#### **Other Requirements**

- Experience and/or education in database administration is an asset.

*A healthier future for all.*

**Specific Knowledge, Skills & Abilities:**

- Appropriately address/redirect urgent issues that arise throughout the day including during periods of absence of the MOH
- Comprehensive knowledge of office practices and procedures
- Demonstrate a collaborative working relationship with management and staff, community partners, and clients by establishing and maintaining open communications
- Ability to use tact and discretion in dealing with confidential issues
- Ability to establish priorities in workload for self, MOH, and Board of Health
- Ability to support organizational change management activities
- Present a confident, professional, and positive demeanor when liaising with individuals internally and externally on behalf of the MOH and Board
- Ability to work independently with competency and accuracy and as a member of an interdisciplinary team
- Communicate in writing and verbally clearly and professionally while adapting the message to the audience as appropriate
- Specific knowledge of appropriate computer software including advanced working knowledge of MS Office (Outlook, Word, Excel, PowerPoint)
- Committed to a safe and healthy work environment for both employees and clients

**Other:**

- Ability to work flexible work week required, including evenings and weekends

Please submit a resume, cover letter, and application form quoting Competition 2024-13. Please note this position will remain posted until filled.

[apply.jobs@publichealthgreybruce.on.ca](mailto:apply.jobs@publichealthgreybruce.on.ca)

[www.publichealthgreybruce.on.ca](http://www.publichealthgreybruce.on.ca)

*Grey Bruce Public Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*

*In accordance with Municipal Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection. We thank you in advance for your interest in the above-noted position. However, please note that only those applicants receiving an interview will be advised of the recruitment outcome.*