



Haldimand War Memorial Hospital & Edgewater Gardens

NON-UNION JOB POSTING – 2024-01-24

Executive Assistant to the President and CEO and Chief of Staff

Full Time – Hours Monday to Friday 0830-1630 with ability to flex his/her/their schedule to accommodate Board and Committee Meetings.

Position to commence immediately.

Haldimand War Memorial Hospital, located in beautiful Dunnville, Ontario (45 minutes from Hamilton, Ontario) is a 39 bed rural hospital serving acute care and complex care patients. Edgewater Gardens is a 64 bed long term care home located in Dunnville, Ontario providing a quality lifestyle in a home-like environment.

We are in search of an experienced, professional, Executive Assistant with a focus on customer service who can add incredible value to our small, yet dynamic team; you will play an integral role in the organization by providing support to our Senior Leadership team. As the Heart of our Thriving Community, we are proud to provide excellent healthcare services to our community.

Reporting to the President and Chief Executive Officer, the Executive Assistant will provide confidential, executive administrative support in various areas including: complex calendar management and work flow activities, management of correspondence, preparation of documents and presentations, creation and maintenance of spreadsheets, coordination of logistics for meetings (including Board and Committee meetings), including preparation and distribution of meeting packages and related activities. The candidate will work closely with the Senior Leadership Team and Medical Staff to support the administrative functions of the organizations and will support other leaders in the organizations as needed.

The successful candidate will possess strong planning, organization and multi-tasking abilities and will proactively take the initiative for all related administrative duties for the leaders. The candidate will interact with multiple internal and external stakeholders and will be required to uphold the highest standard of professionalism and confidentiality.

Hours of Work:

The successful candidate will work Monday – Friday, 8 hour days (37.5 paid hours weekly) with a willingness to adjust his/her/their schedule to meet the needs of the Board and Committee meeting schedule.

Qualifications:

- Minimum of five (5) or more years recent experience in a senior level leader/executive assistant role in healthcare.
- Undergraduate Degree in Business or Community College Executive Assistant Diploma (or an equivalent mix of education and experience).
- Advanced knowledge of Microsoft Applications is required with demonstrated skill in creating and using spreadsheets, PowerPoint presentations, Zoom meetings.
- Experience in developing reports, meeting minutes, presentations and work plans.
- Must be detail-oriented with strong multi-tasking, analytical and problem solving skills with the ability to thrive in a fast paced, complex working environment.
- Well-developed time management skills, with the ability to work under pressure and ability to

meet tight timelines.

- Demonstrated ability to prioritize.
- Proven ability to maintain strict confidentiality.
- Demonstrates professional behaviour and communication in both verbal and written formats.
- Ability to act as a resource and problem-solve issues.
- Ability to work independently, and be self-motivated and self-directed, while being able to work in a collaborative manner.
- Strong customer service orientation and the ability to foster good working relationships with board and committee members, the leadership team, and all other internal and external stakeholders.
- Evidence of ongoing professional development.
- Demonstrated satisfactory work performance and attendance history.
- Demonstrates a commitment to continuing education.
- Demonstrates a commitment to a healthy and safe workplace for self and others.
- Demonstrates a commitment to the Mission, Vision and Values of Haldimand War Memorial Hospital & Edgewater Gardens.

Successful candidates will be required to submit proof of full COVID-19 vaccination from the Ontario Ministry of Health website or other authorized source directly to Human Resources. If an exemption is required based on medical or on a ground pursuant to the Ontario Human Rights Code, please speak with Human Resources for further information.

Instructions to Applicants: Haldimand War Memorial Hospital & Edgewater Gardens welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please forward your resume and letter of application to the attention of Sharon Moore, President & CEO and Human Resources at hr@hwmh.ca by February 7th 2024.