



Preview
Employment Opportunity
St Joseph's Hospital/Foyer D'Youville
OOS

Applicants selected for interviews will be contacted

ADMIN ASSISTANT

Posting #: GO-00525636
Position #: 176981
Posted Date: December 12, 2017 17:00 CST
Closing Date: December 22, 2017 23:59 CST
Type: Permanent Full Time
City/Town: Gravelbourg
Facility: ST JOSEPHS FOYER D YOUVILLE GRAVELBOURG
Department: ADMINISTRATION FOYER
Expected Start Date: February 05, 2018
FTE: 1.0
Shift Information: Days
Hours of Work: 37.50 hours per 1 week rotation: 5 shifts of 7.50 hours
Salary or Pay Band: Salary and benefits as per terms and conditions of employment
Number of Positions: 1

Five Hills Health Region has a reputation for leading change.

Job Summary:

The Senior Executive Assistant assists the CEO in the overall day-to-day management of St. Joseph's Hospital/Foyer d'Youville, its services and programs including operations, Departments, Board of Directors, Medical Staff and Telehealth program. As well, provides support/back-up to the Executive Assistant of St. Joseph's Hospital/Foyer d'Youville Foundation.

Experience:

A minimum of three (3) years related experience, preferably in the health care setting or an equivalent combination of recognized education and experience.

Qualifications:

Required Qualifications

- Office Education certificate

Knowledge, Skills & Abilities

- Advanced computer skills

Additional Text:

Other Requirements:

- Ability to work independently & effectively manage a large volume of work
- Ability to prioritize responsibilities to meet deadlines and work effectively under pressure
- Advanced knowledge of MS Office: Word, Excel, Publisher, Power Point, Outlook, OneDrive
- Excellent written and verbal communication skills
- Excellent interpersonal, public relations, organizational skills, attention to detail and problem solving capabilities
- Accounting skills
- High level of competency
- Typing speed of 60+ wpm