Full Time Executive Assistant – Department of Medicine

The Executive Assistant (EA) contributes to the success of the Department by providing executive administrative assistance to the Chair/Head of the Department of Medicine and the Executive Administrative team.

Responsibilities

Responsibilities include but are not limited to coordinating the Department Chair/Head’s calendar; provides administrative support to the Chair/Head by coordinating meetings and meeting logistics, preparing agendas, taking and distributing minutes; manages confidential information; liaises with Division Heads and staff physicians; and, collaborates with the TOH and Faculty of Medicine, University of Ottawa management teams, administrative staff and external partners.

Qualifications

- 7+ years previous related administrative experience, plus 3 years experience at a senior/executive level.
- Advanced capability using MS Office. Knowledge of Adobe and Sharepoint preferred.
- Knowledge of hospital infrastructure and understanding of health care issues in Ontario.
- Knowledge of University affiliations as well as physician education and development processes.
- Knowledge of medical organizations (CCFP, CPSO, CMPA, etc.)
- Excellent written communication, proofreading and editing skills required to draft or generate correspondence or documents.
- Excellent interpersonal skills and verbal communication skills. The ability to work well in a team driven environment with all levels of internal management and staff, as well as external parties.
- Excellent organizational, prioritisation, and time-management skills required to coordinate multiple activities. Proven experience in managing and coordinating a busy daily calendar.
- Excellent problem-solving and decision-making skills required to deal with unexpected situations or issues.
- Ability to work well under stress with minimal supervision.
- High level of initiative, tact and diplomacy. High degree of professionalism to handle sensitive and confidential information. Proven experience interacting with senior management.
- Proficiency in speaking and comprehending both English and French (Level B+) is required.

Contacts

To apply for this exciting opportunity, please forward your resume and cover letter, quoting the corresponding position title, by email to domcareers@toh.ca

Hiring organization

Ottawa's Department of Medicine

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full-Time

Industry

Healthcare and Administration

Job Location

501 Smyth Road

Working Hours

Monday to Friday 8am to 4pm

Base Salary

$ 31.468 - $ 37.035

Date posted

November 17, 2021

Valid through

30.11.2021

Ottawa's Department of Medicine

Patient Care, Education & Medical Research

https://www.thinkottawamedicine.ca
IMPORTANT NOTICE: Support staff are employees of the hiring physician(s) or Division. The Ottawa Hospital is the paymaster of our employees. Although our employees have offices within the Ottawa Hospital, they are not employed by the Ottawa Hospital.

The Department of Medicine is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees. The Department of Medicine will, upon request, provide accommodations in accordance with the Accessibility for Ontarians with Disabilities Act.

*The Department of Medicine promotes the principles of diversity and inclusion. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions.*