Executive Secretary – People Relations and Safety

Posting #: 17-0691
Permanent Full-Time Position
Location: Sudbury, Ontario

Join the HSN team and embark on our organizational excellence journey!

Health Sciences North is looking for a motivated and accomplished professional for an Executive Secretary Level position. As an Executive Secretary to a Vice President in this organization you will be responsible to provide confidential secretarial support and to ensure the day-to-day operations are effectively and efficiently managed, coordinated, and performed. We are looking for an individual who can perform highly responsible, sensitive and confidential administrative duties, requiring independent judgment and planning and to coordinate the effective scheduling of the Vice President’s schedule.

The role requires an individual who is well-organized, thorough, independent and team-oriented as well as has the ability to deliver high quality work by managing time and effort across a variety of activities and taking initiative to carry out unanticipated tasks.

The full job description can be viewed below.

Interested applicants are asked to apply directly to posting # 17-0691 by August 30, 2017 at 4:00 pm on the HSN Careers Website at hssudbury.ca/careers.
Non-Union

DATE POSTED: August 16, 2017

Posting #: 17-0691

Position: Executive Secretary

Status: Permanent Full-Time

Program: Senior Leadership

Department: People Relations and Safety

Site: Ramsey Lake Health Centre (RLHC)

KEY FUNCTION:
Provide efficient and confidential secretarial support to the Vice President (VP) and Chief Human Resources Officer, and ensure the day-to-day operations are effectively and efficiently managed, coordinated, and performed.

REPORTING:
Under the general direction of the Vice President, People Relations and Safety, Chief Human Resources Officer.

DUTIES:
1. Manage and coordinate the flow of information to and from the VP’s Office.
2. Coordinate and schedule appointments for the VP, and prioritize and maintain the VP’s schedule.
3. Coordinate meetings, prepare agendas, ensure appropriate follow-up, book meeting rooms, coordinate Audio Visual (AV) and catering requirements, and facilitate videoconference events.
4. Coordinate travel arrangements for program staff and management.
5. Prepare and organize a variety of documents and correspondence in an accurate and professional format.
6. Compose responses to general correspondence and obtain approval prior to issuance as required.
7. Screen, direct, research, and reply to telephone calls and inquiries.
8. Maintain and update filing system.
9. Ensure the VP is kept abreast on all internal and external issues, and is advised of and prepared for all appointments and meetings.
10. Complete special projects as assigned by the VP.
11. Act as a liaison between the VP, senior administration, middle management, staff, external stakeholders, and the general public.
12. Maintain updated policies and procedures on The Hub.
13. Facilitate the gathering of statistical information and coordination of reporting requirements.
15. Coordinate regular and special events as assigned.
16. Provide administrative support to members of the administrative team as required.
17. Act as the recording secretary for assigned committees.
18. Determine and align improvement projects with HSN True North; monitor and adjust to achieve goal outcomes.
19. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
20. Represent the department or program on various committees and in meetings as required.
21. Perform other duties as assigned.
QUALIFICATIONS

EDUCATION AND TRAINING:
1. Minimum of a two (2) year Diploma in Office Administration or Business Administration, from an accredited college or equivalent relevant experience.
2. Ministry of Labour “Worker Health and Safety Awareness in 4 Steps” training certificate is required.

EXPERIENCE:
1. Minimum of three (3) years’ experience working in an administrative support role at a senior management level.
2. Experience working in a health care environment is preferred.

KNOWLEDGE/SKILLS/ABILITIES:
1. Demonstrated minimum typing speed of 50 words per minute.
2. Demonstrated proficiency in taking and transcribing minutes with the ability to take minutes on a projected screen and in a group setting.
3. Demonstrated training, experience or utilization of lean methodology for process improvement.
4. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
5. Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and patient information systems.
6. Demonstrated superior interpersonal and communication skills, both written and verbal.
7. Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines.
8. Demonstrated discretion and maturity when handling confidential information.
9. Demonstrated commitment to the safety of co-workers and patients.

PERSONAL SUITABILITY:
1. Demonstrated ability to work flexible hours and attend mandatory evening meetings.
2. Demonstrated committed to continuous quality improvement.
3. Proven ability to work independently and in a team environment.
4. Demonstrated professionalism in dealing with confidential and sensitive issues.
5. Demonstrated positive work record and excellent attendance record.
6. Ability to meet the physical and sensory demands of the job.
7. Ability to travel between local sites.

Selection Process: Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume and completed Application Form submitted. The Hospital reserves the right to conduct a formal interview where required.

Shift: Days (7.5 Hours/Day, Monday to Friday)

French Language Service Designation: Bilingualism is an Asset

Salary: $54,034..............................$63,570/Annum

N.B. Applications for this position must be submitted to the Human Resources Department before 1600 hours on August 30, 2017.

HSN THANKS ALL APPLICANTS.
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.
WE WILL NOT ACCEPT APPLICATIONS AFTER THE CLOSING DATE AND TIME.