



Hôpital général de Nipissing Ouest

West Nipissing General Hospital

725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6

TEL: (705) 753-3110 • FAX: (705) 753-0210

1 YEAR FULL TIME CONTRACT – MATERNITY LEAVE ADMINISTRATIVE ASSISTANT TO THE PRESIDENT & CEO

The Administrative Assistant provides executive support serving as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President, and acts as a liaison to the Board of Directors and senior management team. The ideal individual will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. This individual must have the ability to work independently on projects and be able to handle a wide variety of activities and confidential matters with discretion.

Education & Experience:

- Community College Diploma – Office Administration Program
- Five + years of administrative work in a health care environment

Skills Required:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, physicians, external partners and donors
- Excellent written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Excellent attendance record
- Bilingualism (French and English) an asset

Qualified candidates are invited to submit their cover letter and resume to:

West Nipissing General Hospital - Human Resources

725 Coursol Road Sturgeon Falls, ON P2B 2Y6

Fax: 705-753-0210

Email: humanresources@wngh.ca

The WNGH has policies in place to demonstrate its commitment to ensuring that all individuals are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment and human rights legislation.

For the protection of our patients and residents, the hospital requires successful candidates to submit a satisfactory criminal record check (vulnerable sector search) dated within 6 months as a condition of employment.

The WNGH is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted. Should you require accommodation in the recruitment process, please contact the Human Resources Office.

Version française disponible au Bureau des Ressources Humaines

January 2, 2019