



# Executive Assistant to the CEO Winchester District Memorial Hospital

## EMPLOYMENT OPPORTUNITY

The Executive Assistant to the CEO contributes to the effective operation of WDMH's administration through the provision of executive level administrative and organizational support to the CEO, Senior Management Team, Board Chair, Board of Directors, and Board Committees. The Executive Assistant to the CEO supports the Board of Directors of Winchester District Memorial Hospital and the Board of Directors of Dundas Manor Ltd.

The position is responsible for all administrative services and assistance requiring significant independent judgment and discretion. Additionally, this position manages a variety of internal and external educational and consultation events involving multiple stakeholders.

## THE IDEAL CANDIDATE

- Minimum of 5 years of progressive administrative experience with increasing responsibility
- Related post-secondary education, preferably in business or office administration
- Proficiency with Microsoft Office Suite
- Experience and proficiency in recording, preparation and distribution of meeting Minutes
- Strong organizational, multi-tasking, prioritization and time management skills
- Ability to meet deadlines while maintaining a high level of attention to detail and accuracy
- Ability to maintain confidentiality and use good judgement and discretion when working with a variety of sensitive issues or highly confidential information
- Self-directed and ability to work both independently and within a team environment
- Flexibility to work extended hours when required
- Strong communication and interpersonal skills are essential
- Strong customer service orientation

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*Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

*To pursue this opportunity, interested candidates are asked to forward resume and cover letter by email to: [kchambers@wdmh.on.ca](mailto:kchambers@wdmh.on.ca) by no later than February 21, 2020 at 1700 hrs.*

*We thank all applicants, however, only those selected for an interview will be contacted.*