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## VACANCY POSTING

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<b>Vacancy:</b>	Executive Assistant
<b>Description of Position:</b>	<b>Temporary</b> Part time ( <i>x2 days per week</i> )
<b>Number of Vacancies:</b>	1 Position
<b>Unit:</b>	Corporate Services
<b>Employee Group:</b>	Non-Union Support
<b>Wage Grid:</b>	\$32.14 - \$40.18

**Reference Number:** #26-073 T-PT EA CORP

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## ROLES AND RESPONSIBILITIES

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### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centerpiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

### SUMMARY OF POSITION

Reporting directly to the Vice President, Corporate Services and the Chief Financial Officer, the Executive Assistant is responsible for overseeing all administrative activities in and organized and professional manner in order to ensure the smooth running, well-structured Executive Corporate Services office.

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## NATURE AND SCOPE OF WORK

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- Provide secretarial support services to Vice President, Corporate Services & Chief Financial Officer (CFO), Corporate Managers, and to special projects as directed by the Vice President
- Organize and maintain computer files and calendars in a logical fashion
- Transcribes from Dictaphone or draft copy onto word processing system
- Compose, prepare and distribute correspondence, reports, manuals, etc., using a word processor
- Maintain and update various information lists including telephone directory used within the facility and distributes to appropriate areas
- Design and create forms and other documents as necessary
- Schedule committee meetings, prepares and distributes notices, agendas and minutes, attends meetings to take and transcribe minutes
- Screen and respond to, where appropriate and possible, in-coming calls and organize teleconferences
- Coordinate annual revision of departmental policy and procedure manuals
- Maintain corporate information pamphlets

- Maintain manager on call responsibilities
- Copy, when requested, forms for all areas reporting to VP
- Coordinate travel arrangements and accommodations and conference/seminar bookings to VP and CFO and all staff reporting to the VP and prepare expense accounts
- Assist with coordination/organization of special events related to Corporate Services including public forums, education events. Prepare related invitations, posters, overheads, handouts, and pamphlets for event
- May provide administrative support to other members of senior management as needed
- May be called upon to temporarily replace Administrative Assistant(s) from other offices when their position is vacant, or the incumbent is on holidays
- Perform other related duties as required

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## QUALIFICATIONS

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- Graduate of a recognized post-secondary Office Administration Program or equivalent combination of education, training or experience
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Minimum of two years' experience in a fully automated office environment
- Dictaphone skills
- Effective interpersonal, communication and time management skills
- Minimum typing speed of 80 wpm
- Highly motivated team player
- Ability to work harmoniously with other personnel and deal tactfully with personnel, patients, visitors and the general public
- Excellent Attendance record
- Ability to work with minimal supervision and exercise problem solving skills
- The successful applicant shall observe strict confidentiality of all patients and hospital related information
- Successful candidate will ensure that patients are treated within a safe environment
- All new employees must successfully undergo a Police Check (Vulnerable Sector)

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## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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## APPLICATION INFORMATION

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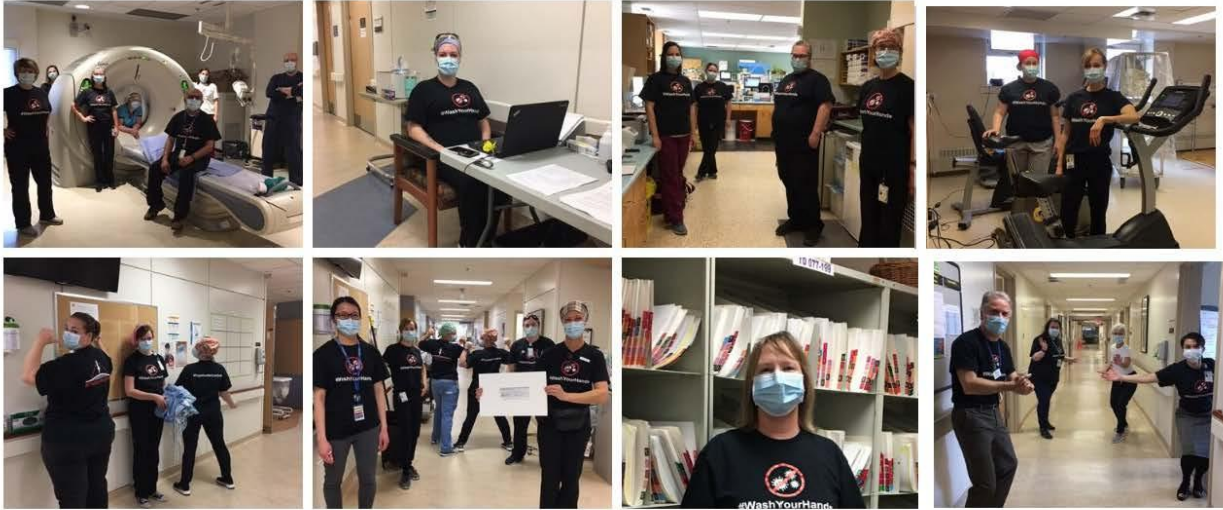
Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

[hresources@wdmh.on.ca](mailto:hresources@wdmh.on.ca)

**At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.**

**Accommodations are available on request for candidates taking part in all aspects of the selection process.**

We appreciate interest from all candidates, however only those selected for an interview will be contacted.



# JOIN OUR TEAM

We are #WDMH Proud!

Winchester District Memorial Hospital (WDMH) has an award-winning reputation for compassionate excellence because we know that exceptional care involves more than good medicine.

- Our high patient satisfaction rates speak to our commitment to compassionate excellence and patient-centred care.
- We have been awarded Exemplary Standing from Accreditation Canada.
- We are One Team – with 1,000 staff, physicians, volunteers, and learners – all dedicated to providing the very best care close to home.
- We have fun! From Commitment Awards to door decorating contests, there is always something happening at WDMH to celebrate our team.
- WDMH provides an inclusive and welcoming place to shine, be recognized and feel valued. There are opportunities to advance and excel in your work and your career. Come join us!

## Get to Know Winchester District Memorial Hospital

WDMH is a rural teaching hospital just south of Ottawa. We care for our local communities from childbirth to seniors' care – and are a hub site for cancer care, dialysis and cataract surgery.

WDMH has a 24/7 Emergency Department and Diagnostic Imaging services, including digital mammography and CT scans. Day surgery and specialty clinics, with visiting specialists from Ottawa hospitals, mean that patients can receive care without travelling to the city. And we are committed to education and research.

For more details, visit [www.wdmh.on.ca](http://www.wdmh.on.ca).

## Get to Know Our Region

- Rural and suburban lifestyle
- Reasonable driving distance to bigger cities like Ottawa, Montreal, and the border to the United States
- Driving distance to St. Lawrence and Rideau water systems
- Lower housing costs with bigger lot sizes and local parks, open spaces and hiking trails
- Smaller schools
- Large variety of rural community and agri-tourism events

For more details, visit [www.northdundas.com](http://www.northdundas.com).

