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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

<b>Date Posted:</b>	May 19, 2026
<b>Closing Date &amp; Time:</b>	May 26, 2026 at 1700 hours
<b>Reference Number:</b>	#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 centrepiece 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 an 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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Further information is available from **Michelle Blouin at extension #6167**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at [bfancey@wdmh.on.ca](mailto:bfancey@wdmh.on.ca). When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

**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.