

## **Executive Assistant Job Description**

**Reports To:** The Executive Committee, Campbell River Medical Staff Engagement Initiative Society  
**Duration:** One year contract position with option to renew. Approximately 10 hours per week. Must have ability to work remotely (at home) and independently.

### **Job Summary:**

Reporting to the Board of Directors, Campbell River Medical Staff Engagement Initiative Society, the goal of this position is to coordinate and support the Executive Committee, the Working Group and any project or program of the CR Medical Staff Engagement Initiative Society (the "Society").

### **Key Responsibilities and Duties:**

#### **1. Coordinator and provide executive administrative support to the Executive Committee and other assigned projects or Committees.**

- Scheduling meetings as required. This includes meeting invites, booking rooms/facilities, A/V equipment, and catering requirements.
- Preparing agenda materials (photocopying, mailing, couriering, and emailing) relating to meetings and/or projects, for distribution to meeting participants.
- Support the Treasurer / Secretary with the financial accounting, budget planning and reporting.
- Taking and transcribing minutes, maintaining accurate records, following-up on decisions made, and ensuring required action is initiated.
- Coordinating special events. This includes invites, booking venue, catering requirements, and guest speakers.
- Ensure Society processes are consistent and in alignment with the provincial Facility Engagement Initiative, as appropriate.

#### **2. Program support:**

- Track and monitor status of incorporation and funding arrangements.
- Work with Project Manager in completing tracking documents, i.e., SEAT and Work Plan, as required by the provincial Facility Engagement Initiative.
- Organizing and maintaining electronic and paper files.
- Assist with preparing presentations, correspondence, maintaining contact lists, and up-to-date membership list of the Society.

- Liaison between the Executive Committee and the Society's lawyer; financial institute; Facility Engagement Committee; Doctors of BC; and stakeholders.
- Gathering reports and assisting in generating monthly reporting documents
- Handling enquiries from physicians or health authorities in an efficient and courteous manner, providing explanations and/or redirecting, as appropriate.
- Taking initiative to anticipate, assist, recommend, develop, and maintain office processes and infrastructure that support program activities.
- Providing administrative and logistical support for consultants working for the Society.
- Performing general office duties as required.

### **3. Skills & Qualifications**

- High school graduation supplemented by business and/or secretarial courses equivalent to up to one year of study with at least 3-5 years related experience.
- MS Office suite, Outlook, Excel (high level), Word, and PowerPoint. Knowledge of SharePoint an asset.
- Strong minute taking and transcribing skills.
- Excellent written skills and proven ability to develop clear, concise and comprehensive reports and correspondence.
- Ability to effectively organize multiple meetings.
- Organized, resourceful and efficient with an outstanding attention to detail.
- Able to accurately account and track claims and financial transactions.
- Ability to set-up and maintain electronic and paper files.
- Strong interpersonal, oral communication and relationship skills.
- Excellent judgment in setting priorities, identifying issues and determining action required
- Capable of working under pressure and deadlines.
- Proven ability to multi-task, as the position requires flexibility and adaptability.
- Demonstrated ability to work independently as needed but also as an important member of the team.
- Knowledge of BC's health care system and experience working with physicians would be considered an asset.