



Mount St. Mary Hospital Position Description

POSITION TITLE:	Executive Assistant
DEPARTMENT:	Administration
REPORTS TO:	Chief Executive Officer
EFFECTIVE DATE:	October 2021

JOB SUMMARY

Reporting to the Chief Executive Officer, this position is responsible for managing the office of the Chief Executive Officer and providing administrative assistance to the Board. Provides support including preparation of agendas and minutes for Board and committee meetings. Provides confidential and effective relations with residents, staff, volunteers, Board members and the general public.

DUTIES & RESPONSIBILITIES

1. Provides administrative support to the Board and the Board committees.
 - prepares agenda packages
 - prepares minutes for Board meetings
 - plans room and meeting services
 - acts as a liaison officer with Board members
 - arranges travel bookings for Board members as required
2. Manages the office of the CEO providing administrative, secretarial and receptionist services.
 - sets priorities and sort messages, mail and issues for the attention of the CEO
 - composes correspondence concerning routine inquiries requiring knowledge of the hospital, its direction and its procedures
 - maintains hospital and resident confidentiality in accordance with hospital policy
 - prepares a wide range of materials (confidential correspondence, minutes, policies, procedures and reports), and maintains procedures and consistency in communication
 - recommends changes to correspondence as required
 - Develops and uses systems to organize and track information (non-contract staff personal information, work logs, filing systems, payroll entries, email reminders, hospital administrative records, archives etc.)
 - coordinates and re-assign own work as required
 - prepares risk management summaries and statistics from Incident Reports
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3. Coordinates the medical staff credentialing process and provides secretarial support for the Medical Advisory Committee.
 - maintains the system of tracking, recording medical credentials and appointment of medical staff
 - provides information to physicians regarding medical/dental staff application protocols
 - prepares correspondence related to credentials as required
4. Provides general office support duties to the management team.
 - maintains the administrative office and Board room, responsible for ensuring maintenance, security and correct operation of office equipment
 - recommends selection of office equipment and furniture
 - receives confidential information and handles it with discretion
 - manages the exchange of critical information between departments
 - develops and maintains the Administrator On-Call roster
 - arranges travel bookings for management staff
 - greets and directs inquiries from staff, residents, families, and the general public
 - completes accounting entries for financial systems
 - maintains policies and archives
5. Ensures office equipment is in good working order. Provides training and troubleshooting for office equipment and computer systems to other staff as needed. Provides liaison with contracted technical services.
6. Performs other related duties as required.

ORGANIZATIONAL RELATIONSHIPS

Internal

- Chief Executive Officer
- Board Members
- Senior Leadership Team
- Medical Advisory Committee and Medical Coordinator
- Hospital staff

External

- As required by CEO
- Physicians, College of Physicians and Surgeons
- General Public

QUALIFICATIONS

Education, Training and Experience:

Grade 12 plus a certificate in office administration or equivalent. A minimum of five (5) years recent experience in an administrative position supporting senior management and a Board. Experience preparing meeting agendas and minutes, drafting correspondence, maintaining records, filing and correspondence systems. Competent at operating a personal computer and a wide variety of software packages including Microsoft Word, Excel, Outlook, PowerPoint.

Skills and Abilities:

Maintains and operates related office equipment.
Maintains effective working relationships with Board members or elected officers or equivalents.
Sets and manages priorities in a busy office environment.
Clear and effective communication skills, ability to listen.
Works well under pressure, always presenting a courteous, calm demeanor.
Displays a respectful and responsive manner that fosters a supportive work environment.

APPROVED:


Supervisor

October 2021

Date


Director, Human Resources

October 2021

Date