



Executive Assistant Full-Time Indeterminate

JOB SUMMARY:

The Executive Assistant (EA) provides a full range of highly skilled administrative support services such as analytical, public relations, marketing, communications and designated research support to the Chief Executive Officer and Public Administrator of the Hay River Health & Social Services Authority (HRHSSA). The EA also maintains an effective communication strategy and marketing plan, and provides a direct linkage between the HRHSSA and the Health and Wellness Foundation of Hay River.

The EA is responsible for planning, developing and implementing effective marketing plan, to include recruitment and retention initiatives, and the direct management of Practitioners (Physicians and Nurse Practitioners), to ensure there is a stable and consistent workforce of Practitioners within Hay River and within the NWT Health and Social Services system. The position is responsible for managing all details related to Practitioner staffing and services, including employment documentation, contract administration, credentialing, licensing and resolution of Practitioner concerns.

JOB QUALIFICATIONS:

Knowledge of:

- Administrative and secretarial procedures to manage the office and ensure efficient and effective functioning of the Executive Office, CEO, Public Administrator and other groups.
- Hay River Health & Social Services Authority policies and procedures to ensure compliance.
- Working knowledge of research methods in order to participate in a variety of projects, often of a politically sensitive nature.
- GNWT & Department of Health & Social Services' policies and procedures related to marketing, communications, Practitioner recruitment and retention.
- Sound knowledge and ability to create and implement marketing campaigns directed towards the recruitment of Practitioners.
- Ability to design well thought out programs directed towards the recruitment and retention of Practitioners.
- Excellent interpersonal skills, with the ability to interact comfortably, professionally and with enthusiasm with Practitioner candidates and others.
- Ability to record and report detailed employment information and statistics accurately and consistently.

Skills:

- Advanced computer skills (word processing, spreadsheet, database, presentation, graphics and desktop publishing software), Internet use and research, and e-mail in order to prepare documents and communicate with the appropriate people.
- Excellent written and verbal communication skills to communicate effectively and efficiently.
- Excellent time management and organizational skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly.
- Project management skills to coordinate and produce projects on time.

Abilities:

- To work under pressure, handle multiple tasks, meet deadlines while displaying a calm and professional manner.
- To effectively prioritize and manage a workload based on competing demands and deadlines
- Multi-task a variety of on-going and ad hoc projects
- Maintain a high degree of confidentiality
- To work independently with very little guidance and/or supervision
- To interact with staff at all levels in a fast paced environment while remaining flexible, proactive, resourceful and efficient with a high degree to professionalism and confidentiality.

EDUCATION AND EXPERIENCE:

The knowledge, skills and ability is usually acquired through the successful completion of a recognized two year office administration program or post-secondary degree in Business Administration or Communications and five years related administrative and project management experience working in a multi-cultural health care environment. These skills are also acquired through a successful and demonstrated history of senior management experience gained by broad administrative and project management experience working in a health care environment or government setting.

A copy of the *full* Job Description can be found at www.hayriverhealth.ca under the 'Employment' tab next to the posting.

Salary: \$38.98 - \$46.54 per hour (Range 13)
Status: Full Time Indeterminate
Competition No: 009-19
Closing Date: May 16, 2019

Internal

In addition to an attractive salary, we offer a Northern Allowance of \$3.08 per hour up to \$5,999 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicant must submit a resume, quoting competition number to:

Human Resources
37911 Mackenzie Highway | 37911, route Mackenzie
Hay River NT X0E 0R6
Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca