



Executive Assistant/Marketing & Communications Coordinator, Executive Offices

Salary: \$84,844 to \$101,361 per year (\$43.51 to \$51.98/hour)

Status: Full-time Term to June 30th, 2024

Competition#: 124-22

Closing Date: Open until suitable candidate found

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 Hay River Hospital Foundation Board. The Executive Assistant carries out these functions in accordance with the Authority's policies and procedures, the GNWT Acts and Regulations, and the applicable policies and procedures, best practices and own judgment.

Job Qualifications:

Knowledge:

- 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 and communications.
- Excellent interpersonal skills, with the ability to interact comfortably, professionally and with enthusiasm with local stakeholders and DHSS representatives and others.
- Ability to complete a number of concurrent tasks in an organized and timely fashion with established timelines.
- Ability to record and report detailed meeting information 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:

- Ability to work with a diverse group of professionals in a team environment.
- 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.

The knowledge, skills and ability are 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.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345