

Communications & Executive Assistant

Posting ID:	2022-123
Job Type:	Regular Full-time
Open Positions:	1
Posting Date:	September 30, 2022
Closing Date:	October 20, 2022
Union Affiliation:	Non-Union
Job Reports To:	Senior manager as assigned
Full-time Equivalent:	1.0
Shift:	Monday – Friday, Days

Position Purpose

This role provides high-level, confidential executive and administrative support to the team at HGMH. The Communications & Executive Assistant will be responsible for supporting the hospital administration team, medical affairs, in addition to supporting corporate communications both internally and externally. Performs specialized work of sensitive and confidential nature requiring access to a variety of sources and forms of information as well as special projects.

Essential Qualifications

- Advanced knowledge of office administration practices acquired through post-secondary certification or through five or more years relevant experience.
- Advanced Microsoft Office skills, including Word, Excel, Access, Outlook, PowerPoint.
- Must have excellent organizational skills and possess the abilities to prioritize and thrive in a fast-paced, rapidly changing environment.
- Must be able to multitask, with the ability to work on several requests simultaneously.
- Responsible and conscientious decision-maker with integrity and excellent judgment.
- Initiative, good communication skills, proactive, problem-solving, time management, discretion, and confidentiality are essential attributes.
- Preference will be given to bilingual candidates.
- Proof of double COVID vaccination required prior to interview.

Key Competencies

Key Competencies required at HGMH are:

Integrity: We create and maintain an atmosphere of reliability, honesty, and confidentiality. We provide care that is both ethical and fair; not varying in quality because of personal characteristics, such as gender, ethnicity, geographic location, and socio-economic status.

Respect: We treat everyone with courtesy, honour, and dignity, accepting and valuing each individual. We provide care that is respectful of and responsive to individual patient preferences, needs, and values, and ensure that patient values guide all clinical decisions.

Quality & Safety: We make a commitment to achieve excellence by providing services in a timely, efficient, safe, and accurate manner through ongoing evaluation for improvement. We diligently maintain high standards by performing our duties safely, with expertise and good judgment.

Compassion: We understand that how health care is delivered is just as important as what health care is delivered, and we commit ourselves to providing compassionate care to our patients and their families.

Working Together: We support each other, our patients, and their families by proactively providing assistance and support. We know that by working together, we can achieve great things.

Note

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. HGMH is an equal opportunity employer. We strongly encourage applications from all genders, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require.

We thank all candidates for applying. We will only contact candidates selected for further consideration. Any information you send us will be handled respectfully and in complete confidence.

Please submit your CV (in English) to recruiting@hgmh.on.ca, referring to the Posting ID in the Subject.