

## EXECUTIVE ASSISTANT (EA)

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| <b>Salary Range</b>           | Will be negotiated based on experience  |
| <b>FTE</b>                    | 1.0 FTE, Permanent  |
| <b>Start Date</b>             | July 16, 2020   |
| <b>Location</b>               | 9499 – 137 Avenue<br>Northgate Centre<br>Edmonton, AB T5E 5R8   |
| <b>Position/Role Overview</b> | <p>The Executive Assistant (EA) is a senior role within the PCN providing direct support to the Manager and has overall responsibility for effective running of the office and provision of the infrastructure for the other departments. The EA will also deliver a wide variety of administrative tasks including Calendar management for the Executive Director, scheduling meetings and all logistics required, contract administration, scanning and filing documents, preparing and circulating agenda's as well as scheduling and preparing meetings as required by the Manager or Executive Director.</p> <p>The role also provides support to the Board of Directors, Governance Committee, other member physicians and additional key stakeholders.</p> |
| <b>Report to</b>              | Special Projects & Initiatives Manager  |
| <b>Education</b>              | A Bachelors Degree, Diploma or Certificate (completion of a 2-year post-secondary program in Administration or Business Administration) is required (a comparable combination of education and experience would be considered); post-secondary education is preferred.  |
| <b>Experience</b>             | <p>A minimum of five (5) years as an Executive Assistant</p> <p>Advanced minute taking skills</p> <p>Experience with a Board of Directors considered an asset</p> <p>Advanced knowledge and applicable skill in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, Visio)</p>  |
| <b>Skills</b>                 | <p>Excellent written and verbal skills</p> <p>Strong follow-through and attention to detail</p> <p>Ability to maintain a high level of confidentiality and exercise discretion</p> <p>Willingness and ability to travel for work</p> <p>Highly organized with ability to multi-task priorities and meet deadlines</p> <p>Expert knowledge of the Executive atmosphere and nomenclature</p> <p>Able to forecast the needs of the Executive Director and Board of Directors</p>   |
| <b>Application</b>            | Please forward your resume with cover letter, indicating your salary expectations to <a href="mailto:greatjobs@enpcn.com">greatjobs@enpcn.com</a>   |
| <b>Dated</b>                  | May 29, 2020  |
| <b>Days/Hours of Work</b>     | Monday – Friday (8:00a.m.- 4:15p.m.)<br>1 evening shift per week is required ( 11:45a.m.- 08:00p.m.)  |
| <b>Closing date</b>           | Open until suitable candidate is found  |

The Edmonton North Primary Care Network offers competitive salaries and an excellent benefit program.  
*While we appreciate all interest in our posted positions, only those chosen for interview are contacted.*