



Red Lake Margaret Cochenour MEMORIAL HOSPITAL

JOB POSTING

24-10

POSTION: Executive Assistant

POSTING DATE: February 22, 2024

CLOSING DATE: March 7, 2024

DATE AVAILABLE: Immediately

SHIFT: 37.5 hours per week, Monday – Friday

SALARY: \$30.32- \$35.56

QUALIFICATIONS:

- Post-secondary diploma or degree in relevant field.
- Advanced computer skills and facility in Microsoft programs
- Excellent time management skills, problem solving skills, and the ability to self-direct.
- Demonstrated organizational and communication skills, including the ability to write clearly and accurately.
- Ability to meet deadlines, work unsupervised, and address multiple projects at once.

RESPONSIBILITIES:

Reporting to the Chief Executive Officer of the Hospital, the Executive Assistant will provide necessary clerical and administrative support to the following:

- 1) The Hospital Chief Executive Officer
- 2) The Board of Directors and Board Committees
- 3) The Senior Leadership Team
- 4) The Hospital Committees
- 5) RLMCH Foundation
- 6) Auxiliary
- 7) Occupational Health and Safety, and Risk Management
- 8) Physician Credentialling
- 9) Credit card reconciliations
- 10) Coordinating with external partners

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity. Upon request, accommodation for disabilities can be provided in the hiring process to applicants who meet the required qualifications outlined in the job description.

Those interested in the position are requested to apply in writing to:

Sumeet Kumar, Chief Executive Officer

jobs@redlakehospital.ca

Red Lake Margaret Cochenour Memorial Hospital

Box 5005 Red Lake Ontario P0V 2M0