



Red Lake Margaret Cochenour
M E M O R I A L H O S P I T A L

JOB POSTING

26-31

POSITION: Executive Assistant – Permanent Full-time

POSTING DATE: September 14, 2026

SHIFT: 37.5 hours per week, Monday – Friday

SALARY: \$32.89 to \$38.58 per hour + Full benefits package, including pension, health/dental, vacations

QUALIFICATIONS:

- Post-secondary diploma or degree in relevant field.
- Advanced computer skills.
- 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) Chief Executive Officer
- 2) Board of Directors and Board Committees
- 3) Senior Leadership Team
- 4) Hospital Committees
- 5) Coordinating with external partners

THIS POSITION IS OPEN TO ALL APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity, diversity and inclusion in the workplace. Where needed, accommodations for disabilities will be provided, on request, to support participation in all aspects of the recruitment process.

This position is being posted in response to an existing vacancy at Red Lake Hospital.

Those interested in the position are requested to

submit resume to Simranpreet Kaur (Human Resources Manager) at jobs@redlakehospital.ca