



Executive Assistant, Foundation - 1 position	Posting #: 54010
Foundation	Posting Date: October 24, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: November 06, 2024
Temporary Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$28.37 - \$35.47 /hour

This is a Temporary Full-Time position that is expected to extend until January 09, 2026, subject to the availability of work.

An exciting opportunity presently exists for a highly motivated, self-directed, and assertive administrative professional to provide support to the St. Joseph's Foundation President and CEO and community Board of Directors. You will play a key role in liaising with members of the Foundation's Senior Leadership Team, other organizational senior leaders, the Foundation's Board of Directors and its various Committees, staff, donors and other key stakeholders.

You are an energetic team player who is a graduate of a recognized secretarial diploma program with at least five years of administrative support experience at a senior level. You will have exceptional interpersonal skills with a strong customer focus, as well as experience in communicating confidently with a variety of internal and external stakeholder audiences. You possess superior written communication skills and competency in composing minutes, correspondence and presentations. You can demonstrate advanced computer skills, particularly with MS Office Suite products, including PowerPoint, OneNote, Word, SharePoint and Excel. You are comfortable organizing and taking accurate minutes at various meetings. Your excellent organizational and negotiation abilities along with your attention to detail enables you to establish priorities when balancing competing demands in a challenging and ever-changing work environment. Your superior problem-solving skills will augment your ambitious desire to make a difference. Experience of working with/supporting a charitable Board of Directors and other senior leaders, and knowledge of the dynamics of a charitable healthcare organization are considered assets.

Immunization Requirements

Provide documentation you have received two doses of the COVID-19 vaccine (primary series/boosters, XBB or KP.2) OR one dose of KP.2 vaccine at least 14 days prior to the start date.

Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)

Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to. Only those under consideration will be contacted.