



Executive Assistant, Senior Administration - Mental Health - 1 Posting #: 55958
position

Senior Administration - Mental Health

Posting Date: December 15, 2025

Parkwood Institute Mental Health Care - London, ON

Submission Deadline: December 21, 2025

Full Time

Jennifer Pasichnyk, Human Resources

Non-Union

Salary Range: \$37.77 - \$44.42 /hour

The Executive Assistant is a highly organized, proactive, and detail-oriented professional responsible for delivering comprehensive administrative support to both the Vice-President Patient Care, Quality & Facilities and the Physician Site Head, Mental Health Care. This role ensures the smooth functioning of both leaders' offices through expert calendar and communications management, coordination of meetings and events, and effective liaison with internal and external stakeholders. The Executive Assistant handles sensitive information with the utmost confidentiality and is a key contributor to enabling strategic and operational leadership activities across the organization.

Key Responsibilities:

Calendar & Travel Management

- Oversee complex scheduling and daily workflow for both leaders, manage priorities, and workload.
- Coordinate meetings, events, and travel logistics.
- Provide secondary calendar support to the portfolio's direct reports; Directors and Medical Directors

Administrative Support

- Provide broad administrative support to both leaders and leadership teams.
- Draft, proofread, and edit documents including reports, presentations, agreements, and policies.
- Manage filing systems, expense reporting, onboarding support, and office coordination.
- Maintain strict confidentiality and exercise sound judgment.
- Manage timekeeping and ensure required documentation is organized and accessible.
- Support physician recruitment, HR planning, invoices, and attendance/timekeeping.

Meeting & Event Coordination

- Plan and execute leadership sessions, retreats, and special events.
- Coordinate the workplan, agenda and provides support to the Chair, Quality Committee of the Board.
- Prepare agendas, briefing materials, and minute-taking; track follow-up actions.
- Develop and format presentations for senior leadership and Board sub-committees.

Communication & Stakeholder Relations

- Serve as a primary point of contact for both leaders, managing correspondence, email, and inquiries.
- Foster strong relationships across the organization and with external partners.
- Represent and model the organization's mission and values.

Project Support

- Support VP and Physician Head-led projects through research, analysis, document preparation, and coordination.
- Develop summary reports and recommendations as needed.

Essential Qualifications

- Two-year Office Administration Diploma - Executive program preferred

- Minimum 5 years of progressive administrative support experience at the Director level
- Preferred experience supporting an executive role.
- Exceptional organization, communication, and customer service skills.
- High level of discretion, diplomacy, and professionalism.
- Strong minute-taking, follow-through, and priority management abilities.
- Ability to work independently, make sound decisions, and handle multiple priorities.
- Intermediate skill level required in Microsoft Office Suite (Word, PowerPoint, Excel) & SharePoint
- Knowledge of safety practices in a health care environment and commitment to confidentiality.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the Occupational Health & Safety Act (OHSA)

Preferred Qualifications

- Proficiency in French would be an asset

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- 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.*