



Executive Assistant, Foundation - 1 position	Posting #: 49340
Foundation	Posting Date: October 03, 2022
St. Joseph's Hospital - London, ON	Submission Deadline: October 21, 2022
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	

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 Board of Directors. You will play a key role in liaising with Senior Leadership, 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 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, 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, enable 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 working with volunteers and knowledge of the dynamics of a charitable healthcare organization are considered assets.

You will be required to provide vaccination records or proof of immunity against measles, mumps rubella and varicella (chicken pox) and provide documentation of the Tuberculosis skin testing. Also provide documentation you have received two doses of the Covid-19 vaccine or proof of one dose and a signed commitment to receive a second dose within a specified timeframe, and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.