The North Simcoe Muskoka Local Health Integration Network (LHIN) is one of 14 local organizations in Ontario that plan, coordinate and fund local health services and deliver high quality home and community care to patients and families. The North Simcoe Muskoka LHIN is committed to health improvement, innovation, and the establishment of collaborative partnerships to improve population health, patient experience and value for money across the health care system.

LHIN staff incorporate the best aspects of teamwork and continuous learning as they work with the local community to ensure the best health outcomes for everyone. If you have a passion for excellence and an entrepreneurial spirit, this is your opportunity to make a difference as part of a dynamic team transforming the Ontario healthcare system.

Executive Assistant

Position Summary

Reporting to a Vice President, this role is responsible for providing executive administrative by organizing, coordinating and expediting the flow of work while working effectively and collaboratively with management and external stakeholders.

Your qualifications include

- Post-secondary diploma in executive office administration.
- Five (5) years of progressive administrative experience at the senior management level in a health care organization.
- High level of proficiency in MS Office, including Excel, Outlook, Word, and PowerPoint, Access and Visio.
- Accurate keyboarding skills at a minimum of 45 wpm.
- Excellent communication (verbal, written & listening) skills.
- Demonstrated organization, record keeping, problem solving, decision making, analytical skills with the ability to write and analyze reports.
- Ability to organize daily workload in the presence of frequent interruptions, multiple demands and deadlines.
- Proficiency in French is an asset.

To apply for this position, state “EXECUTIVE ASSISTANT" in the subject line of your email and send with your resumé to nsm.careers@lhins.on.ca .

The LHIN is governed by the requirements of the *French Language Services Act* and therefore encourages applications from French-speaking candidates.

The LHIN is committed to accommodating people with disabilities as part of our hiring process. If you have any special requirements during the recruitment process, please advise Human Resources.

We thank all applicants who take the time to apply; however, only those invited for an interview will be contacted.

As part of the mandatory screen process the LHIN requires professional references, verification of academic training, professional accreditation, plus a current criminal records check.