



EXECUTIVE ASSISTANT

Mountain View Seniors' Housing



JOB TITLE: Executive Assistant (Full-time, eligible for benefits).

POSITION NO: MVSH 11 - EA

EFFECTIVE DATE: As soon as possible.

SALARY RATE: As per the MVSH salary schedule.

MAIN DUTIES:

- Under the direction of the Chief Operating Officer and Director of Care (COO), provides confidential operational and professional administrative support.
- Prepares agendas, meeting packages and minutes, and participates in various committees.
- Conducts research, prepares reports and business-related correspondence.
- Manages the COO's itinerary, action items and relevant business issues including managing the calendar, arranging for meetings, and handling information flow.
- Maintains effective communication with internal and external stakeholders.
- Maintains an effective filing and documentation system (electronic or paper).

QUALIFICATIONS:

1. Post-secondary education in a related discipline such as Business Administration and a minimum of five years of related experience. An equivalent combination of education and experience may be considered.
2. Advanced proficiency in computer programs including Microsoft Office Suite, Adobe and Internet Explorer.
3. Detail oriented with strong organizational and logistical skills to work in a fast-paced, multi-deadline environment.
4. Strong interpersonal skills and written communication skills to effectively liaise with staff, residents, tenants, family members and government agencies.
5. Highest degree of privacy and confidentiality; a sense of integrity and discretion is required.
6. A general understanding of FOIP legislation.
7. A flexible, willing, service oriented and positive attitude.
8. Must have a clear and current vulnerable sector check.

CLOSING:

Until a suitable candidate is found.

FORWARD RESUME TO:

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We thank all applicants for their interest, only those selected for an interview will be contacted.

Our Vision - We enhance lives by providing quality care and self-sustainable living through innovative leadership.

