



POSITION DESCRIPTION

Executive Assistant

Regular Full-Time

Position Summary

The Executive Assistant will support the Executive Director by undertaking a broad scope of responsibilities to facilitate the smooth and efficient functioning of the RDPCN office and perform work of an advanced, complex and confidential nature.

Key Responsibilities

Executive Assistant:

Key areas of responsibility include:

- Assists the Executive Director with RDPCN Board related office support including Board meeting management (agendas, minute taking etc.); Community of Practice Meetings and follow up; RDPCN Physician Membership process and other related duties to support RDPCN Physicians.
- Assists the Executive Director with a variety of tasks to ensure efficient and effective office operations.
- Assist the Program Manager with the facilitation of group programs to all participating Alberta PCNs.
- Provides Payroll backup to Accounting Administrator
- Provides HR duties of preparing employee contracts.
- Takes leadership for special event planning such as Staff Retreats, Long Service Awards,
- Performs other duties as assigned.

Supervision

Received:

Direct: Reports to the Executive Director

Qualifications

Education & Experience:

- High School Diploma supplemented by a two-year office administrative program.
- Or any combination of training, experience, and/or education equivalent to 5 years of progressive responsibility in office administration within the last ten years.

Technical Skills:

Excellent and proficient knowledge, understanding and usage of all Microsoft Office programs (including Word, Excel, PowerPoint, and Outlook).

Knowledge and Abilities:

Ability to:

- Ability to maintain confidentiality, exercise tact and diplomacy.
- Compose routine and correspondence, reports and meeting agenda's and minutes, using proper grammar, spelling, punctuation, and vocabulary with superior proficiency
- Plan and organize work effectively and efficiently
- Meet schedules and time lines
- Maintain electronic and paper records and prepare reports
- Requires willingness to take initiative and work with minimum of supervision
- Work efficiently and effectively with shifting priorities and embrace the change process
- Operate standard office equipment
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with others.
- Provide payroll backup to the Accounting Administrator