



## Employment Opportunity



<b>Position: Executive Assistant</b>	<b>Department: OLHBI Administration</b>
<b>Job Classification: (safety sensitive)</b>	<b>Reports to: Director of Health</b>

**Job Summary:** To provide administrative support; ensuring that department operations are maintained in an effective and professional manner. The Executive Assistant is required to maintain confidentiality and professionally interact with employees, management and the public. The position reports to the Director, performs other related duties assigned, and adhere to all policies and procedures outlined in the Onion Lake Health Board Personnel Policies and Procedures.

### Job Skills:

- Asset management, maintain office files and electronic files; ordering supplies or materials as needed.
- Attend community event meetings, board meetings; minute-taking and distribution.
- Scheduling appointments and travel arrangements; drafting both correspondence and reports.
- Knowledgeable with Microsoft Programs (Outlook, Word, Excel, Visio, Xyntax Power Point).
- Strong knowledge of Office procedures and practices including record keeping.
- Willingness to travel for events and work flexible hours.

### Job Qualifications:

- Minimum Grade 12 Diploma required.
- Post Secondary certificate/diploma in Business Administration; or equivalent; or a combination of equivalent education and experience.
- Valid Driver's License, Driver's abstract, Criminal Record Check and Vulnerable Sector Check.
- Ability to speak the Cree language preferred.

**DEADLINE DATE: May 13, 2022**

**Only qualified applicants will be contacted for an interview.**

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to:** Human Resources Phone: (306) 344-2330 ext. 2238 Fax: (306) 344-2357  
E-Mail: [human.resources@onionlakehealth.org](mailto:human.resources@onionlakehealth.org) Mail: PO Box 70 Onion Lake, SK S0M 2E0

**DATE POSTED: April 25, 2022**