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| <b>Job Title:</b> | Executive Assistant  |
| <b>Direction:</b> | Business development, marketing and public relations             |
| <b>Manager:</b>   | Director of Business development, marketing and public relations |

### **Official Job Description (Nomenclature)**

Person who assists a senior manager or a senior administrator in his administrative and professional functions. This person performs secretarial work of a complex nature that requires in-depth knowledge of all programs related to management.

### **Job Outline**

The Executive Assistant is responsible for the administrative and general activities of the Business Development, Marketing and Public Relations Department. They ensure the smooth running of the directorate by performing clerical and administrative functions such as writing correspondence, scheduling appointments, organizing and monitoring physical and electronic records, monitoring and processing invoices and expenses of suppliers, updating of policies, procedures and minutes and managing follow-ups. The incumbent also plays an important role in supporting internal communications and public relations by performing intranet updates, as well as sorting and distributing promotional photos and videos for the needs of the hospital's team members.

The incumbent is also responsible for managing external calls to the department. They are responsible for supporting the director in her day-to-day activities such as e-mail and agenda management, confirmation and preparation of meeting files. In addition, they coordinate hospital tours and tour guides schedules.

They are also responsible for the daily management of the inventory of promotional material and the boutique. They are responsible for sending promotional material for the activities of the Donor Development team, any other department as well as for the Shriners Fraternity.

## **Requirements**

### *Educational*

- College or university degree preferably in a field related to the job

### *Experience*

- Minimum four (4) years of experience as an administrative assistant
- Experience in inventory management, an asset
- Experience in proofreading, an asset
- Experience in communications, an asset

### *Key Competencies*

- Excellent organizational and priority management skills with attention to detail
- Initiative
- Ability to work under pressure
- Excellent oral and written bilingualism (French, English)
- Mastering of Microsoft Office (MS Project, Outlook, Word, PowerPoint and Excel)
- Excellent computer skills
- Knowledge and willingness to learn new information management systems
- Ability to work independently, with little supervision
- Team player with a positive attitude
- Flexible schedule to be present at events