



Job Opportunity Executive Assistant Closing Date: September 26, 2018

Three Corners Health Services Society is currently recruiting for the full-time position of Executive Assistant. The Executive Assistant contributes to the overall success of the organization by effectively carrying out administrative and support functions. This role focuses on providing the Executive Director professional, effective and timely assistance and solutions to their administrative requirements. As a key front line senior staff member, the Executive Assistant must have excellent critical-thinking, organizational and people skills. This position will have numerous contacts with a wide variety of organizations, including government and non-government agencies, and the general public.

Skills and Abilities

- Ability to work independently and build effective interpersonal relationships
- Strong administrative, organizational and communication skills
- Strong team orientation, maturity, professionalism and customer service attitude
- Ability to multi-task and prioritize work assignments to balance multiple demands
- Intermediate skills in the use of computer programs for word processing, desktop publishing, databases, spreadsheets, email and the internet
- Ability to use resources, be innovative and use initiative to problem solve
- Demonstrated ability to share knowledge with others
- Class 5 drivers license and transportation a requirement

Education

- Post-secondary education in Public or Business Administration or a related field or proven combined experience in lieu of education

Experience

- Three to five years of senior administration assistance or project coordination experience
- One to two years human resource management experience
- Prior experience working within a health care setting considered an asset

Please submit Resume with Cover Letter and names of two previous supervisors for reference to:

Lori Sellars, Executive Director
Three Corners Health Services Society
150 North 1st Ave, Williams Lake BC V2G 1Y8
Email: lsellars@threecornershealth.org
Fax: 250-398-9824
Closing Date: September 26, 2018

Thank you to all interested applicants, however, only those selected for an interview will be contacted.