

**JOB TITLE:** Administrative Assistant      **DATE:** March 2010

**REPORTS TO** (*job title*): Chief Information Officer

**JOBS REPORTING** (*job titles*): None

**DIVISION / DEPARTMENT:** Executive Office

**LOCATION:** Thunder Bay, ON

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### **PRIMARY PURPOSE:**

Responsible for providing administrative support to the CIO and eHealth PMO as well as, from time to time, the CEO and Senior Directors. Individual in position may provide support from time to time to other functions in the LHIN depending on business needs.

### **KEY ACCOUNTABILITIES:**

1. Performs a wide variety of secretarial and administrative duties as required by the CIO and eHealth PMO as well as, from time to time, the CEO and Senior Directors.
2. Manages office logistics for meetings, including invitations, minute taking, location set up, catering requirements or teleconference support.
3. Prepares draft reports and documents.
4. Researches and analyses routing administrative projects for the CIO and eHealth PMO as well as, from time to time, the CEO and Senior Directors; prepares first draft reports on routine administrative matters.
5. Receives and distributes incoming mail; receives and evaluates mail to identify those items requiring priority attention of the supervisor and/or manager.
6. Receives and screens communications to the CIO and eHealth PMO as well as, from time to time, the CEO and Senior Directors including telephone calls and e-mail messages and provides assistance using independent judgment to determine those requiring priority attention; prioritizes and facilitates communication throughout the office.
7. Independently responds to letters and general correspondence of a routine nature.
8. Initiates, plans and carries out a variety of special projects on behalf of the CIO and eHealth PMO as well as, from time to time, the CEO and Senior Directors.
9. Makes travel arrangements for the CIO and eHealth PMO as well as, from time to time, the CEO and Senior Directors as required; maintains appointment schedules and calendars; arranges meetings and conferences.

### **POSITION REQUIREMENTS:**

#### **Education:**

- College or equivalent work experience.

**Experience:**

- Proficiency with PC-based hardware/software and inter / intranets.
- Ability to perform complex office administrative work requiring the use of independent judgment.
- Ability to analyze and resolve office administrative and procedural problems, interpret policies and procedures.
- Excellent communication skills to effectively communicate with all staff at all levels, including the general public.
- Excellent time management skills and ability to prioritize multiple, often conflicting demands.

**NATURE AND SCOPE:**

- **Interpersonal Contacts:** Internally, communicates with other employees in other divisions/departments throughout the LHIN to obtain, clarify and discuss information required in performing the duties of the job. Externally, this position will have contact with a range of stakeholders on behalf of the CIO and eHealth PMO as well as, from time to time, the CEO and Senior Directors.
- **Level of Responsibility:** The position coordinates administrative requirements.
- **Decision-Making Authority:** Responsible for determining the appropriate priorities for administrative supports to the CIO and eHealth PMO as well as, from time to time, the CEO and Senior Directors and dealing with multiple, often conflicting demands.
- **Physical and Sensory Demands:** Minimal demands typical of a support position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with multiple priorities and deadlines.