

## PQCHC – JOB POSTING

**PQCHC is an equal opportunity employer and values diversity in its workforce.**

**If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.**

<b>JOB TITLE:</b>	Executive Assistant	<b>JOB #:</b>	2018-0086
<b>Status:</b>	Permanent Full-Time	<b>Hours:</b>	35 hrs/week
<b>Benefits and eligibility:</b>	Cost shared benefits; annual leave; HOOPP pension	<b>Pay scale:</b>	\$23.773-27.968/hour
<b>Application deadline:</b>	Monday, October 15, 2018 at noon		

**INTERVIEWS WILL BE HELD ON MONDAY OCTOBER 22  
(PLEASE ENSURE YOUR AVAILABILITY)  
PLEASE APPLY DIRECTLY ON OUR WEBSITE TO  
[www.pqchc.com](http://www.pqchc.com)**

### Job Summary

The Executive Assistant provides administrative support to the Chief Executive Officer and the Board of Directors.

### Job Specific Responsibilities

#### Direct Client Service (Internal and External)

- Responds to general enquiries from the public via telephone, email, social media and in person;
- Supports general reception duties of the centre;
- Provide support to governance activities including co-ordination and organization of membership meetings and board meetings; and
- Other duties as required.

#### Administrative

- Provide administrative support to the CEO and Board of Directors;
- Maintain work schedules and calendars of the CEO;
- Provide support to the regional ED committee through setting meetings and taking minutes;
- Prepare and review presentations;
- Order centre and select program supplies;
- Record and distribute minutes of meetings;
- Draft, edit, adapt and produce routine correspondence;
- Prepare statistical reports and documentation;
- Maintain the Centre's website and co-ordinate the development of corporate and internal communications (newsletter, brochures, signage.etc);
- Work directly with the CEO to assist in the development of staff communications as required;
- Provides back up to maintaining email distribution lists;
- Maintain corporate files/agreements;
- Provide administrative support to the Leadership and Management committee;
- Maintain efficient computerized info systems for corporate services;

### HUMAN RESOURCES

**Pincrest-Queensway Community Health Centre**

**1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7**

**Fax: 613-288-3407 email: [hr@pqchc.com](mailto:hr@pqchc.com)** (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

- If required, oversee casual and junior administrative staff as well as volunteers and students; and
- Other duties as required.

## **Qualifications**

### **Education**

- Secondary school diploma and post-secondary training in office administration or a related program, or an equivalent combination of experience and education

### **Professional Experience**

- 3 to 5 years senior administrative support experience, preferably in a social service organization or non-profit environment.

### **Key Competencies**

- Website and database management
- Proficiency with word processing and desktop publishing software essential, as is knowledge of operating systems and basis system troubleshooting
- Ability to train and support staff in office computer systems

### **Linguistic Profile (for Centres with French Language Service Designations)**

- Under the Centre's designation to provide French Language Services
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
  - French (oral expression): A
  - French (oral comprehension): A
  - French (reading comprehension): A
- Other languages an asset

### **Personal Suitability/Other Requirements**

- Knowledge of health and social services as appropriate to the program area
- Ability to work independently and as a member of an administrative support team
- Ability to work flexible hours
- Bilingual (English/French) preferred