

Available Positions - ÉBH, SVH, ÉBR

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Executive Assistant

Competition:	22-NU-01
Program:	Bruyère Foundation
Position Type:	Permanent, Full-time, Flexible hours to meet operational needs, 75 hrs/ pay period, 1.0 FTE
Salary Scale:	\$63,629 to \$75,962 annually, plus a competitive benefits program
Start Date:	2022/04/05 8:00
Closing Date:	2022/05/05 23:59

As part of Bruyère you will be contributing to fulfilling our Mission which is committed to improving the quality of life of our patients and residents by living our values of respect, compassion, collaboration, accountability and learning.

Under the supervision of President, Bruyère Foundation, the Executive Assistant will direct, plan, organize and coordinate the administrative functions of the office in accordance with policies and objectives of the organization.

This role requires exceptional organizational skills, and the ability to navigate competing priorities seamlessly. To excel, you must be detail-oriented with exceptional communication skills, and will conduct your work with a high degree of professional integrity, tact and discretion.

Our ideal candidate will have solid experience in Board management and in the Not-for-Profit sector and/or dealing with sophisticated, executive level individuals.

Don't miss out on a great opportunity to be part of our Bruyère Family, where we value people and their work. Great culture, great benefits, great people. We look forward to getting to know you!

Function summary

The Executive Assistant will:

Provide full, accurate and professional secretarial, administrative and organizational support services to the President, Foundation team, and to the Foundation Board and its committees.

Provide support to the Chair of the Board as required.

Attend and record all meetings of the Board and committees to ensure they are conducted in accordance with relevant governance standards.

Manage all meeting logistics, including developing board and committee work plans and calendars, timely preparation and distribution of agendas, notifications, and advance reading material.

Serve as a recording secretary for all board and committee meetings and prepare and maintain minutes, bylaws, policies, and other public and confidential documents of the board and its committees in a timely manner.

Draft communications to the Board on behalf of the President.

Work closely with Bruyère's Senior Leadership Team and their administrative assistants, staff, interacting with business and community leaders, donors of all levels, vendors and professional affiliates.

Act as the point person for internal and external stakeholders in a demanding and professional environment.

Interact daily with the Foundation team to achieve shared goals and coordination of activities.

Perform general office support duties such as providing telephone backup, photocopying, maintain central filing system, faxing, courier and mailings.

Help draft communications to the Board on behalf of the President and/or Chair.

Commit to living the Mission and Values of Bruyère.

Commit to patient and resident safety, ongoing learning and continuous quality improvement.

Required qualifications

Two (2) years Community College Diploma in a relevant field - Office Administration - Executive Diploma or equivalent combination of experience, education and training

A minimum of two (2) years relevant experience

Advanced computer skills, including Microsoft Office Suite software

Advanced level of fluency in both French and English (spoken) (Candidates who do not meet this language requirement are eligible to apply for this position and may be considered if there are no other suitable applicants who meet this requirement.)

Position key competencies

Ability to work independently and meet deadlines.

Ability to utilize discretionary initiative and judgement

Ability to work well with a diverse population including donors, board members, physicians hospital executives and staff, patients and families

Ability to coordinate multiple projects/activities simultaneously

Strong organizational and time management skills

Strong interpersonal skills with advanced analytical and listening abilities to accurately summarize key information

Proficiency in Raiser's Edge or experience with data bases would be considered an asset

Additional information

All applicants must provide a recent CV, and a cover letter that clearly indicates that they meet the required qualifications. Copies of their degrees and certifications, if applicable, must also be included.

Bruyère promotes the principles of diversity and inclusion and adheres to the Employment Equity Act. Bruyère is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise the departmental official of the accommodation measures which may be required to enable you to be assessed in a fair and equitable manner.

All Bruyère employees are required to provide proof of full vaccination as per our Enhanced COVID-19 Immunization policy.