



Muskoka and Area Ontario Health Team

Position Title: Administrative Assistant	Reports to: MAOHT Project Manager
Department: MAOHT	# of Employees supervised: Direct: 0 Indirect: 0
Level: Administrative	Date: October 2020
Annual Salary Range: \$45,000- \$55,000	

POSITION SUMMARY

This position is a contract position until March 31, 2022 with possible extension. Provides administrative support to the MAOHT Project Manager, Chair of all MAOHT Committees as directed by MAOHT Steering Committee. Perform general administrative duties.

MAJOR RESPONSIBILITIES

1. Arranges internal and external meetings including invitations, room booking and location set-up, agenda packages, minute-taking and video and teleconferencing support. Monitors actions arising from meetings and handles, as appropriate.
2. Reviews incoming mail/materials to determine their disposition and initiate actions required.
3. Updates and advises the Program Manager and Chair Coordinators or appropriate team member on progress, problems and issues.
4. Responds to letters and general correspondence of a routine nature.
5. Develops and maintains electronic and hard copy files and records systems, databases and special reports.
6. Prepares draft documents, presentations, data reports and other type of documents.
7. Manages the process for approvals, follow-ups to meetings or other action required to advance materials.
8. Other administrative duties as assigned.

KNOWLEDGE and SKILLS

- Proficiency with PC-based hardware/software and inter/intranets.
- Proficiency with virtual and web-based meeting, collaboration platforms and social media.
- Ability to perform 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.

EDUCATION:

- College Diploma Administrative Assistant or equivalent work experience.

Please submit a cover letter and resume to donna.hildebrand@mahc.ca by November 18th 2020. Only those chosen for an interview will be contacted.