

POSITION DESCRIPTION
Executive Assistant

Job Posting	
Competition Number:	2024-NOA-01
Position Title:	Executive Assistant
FTE:	4 Days/Week (80%)
Salary:	\$48,648
Location:	Thunder Bay
Term:	Ending March 31, 2025 – Renewable

The Northern Ontario Academic Medicine Association (NOAMA) is seeking an Executive Assistant to perform a variety of administrative tasks and support our Board of Directors and Administrative Team.

The Executive Assistant is responsible for managing calendars, providing meeting support, correspondence with our Local Education Groups, and other NOAMA administration support.

The ideal candidate will be well-organized, have great time management skills and be able to act without guidance, contributing to the efficiency of our business by providing personalized and timely support.

Responsibilities

- Act as the point of contact among board members, Alternate Funding Plan members, and other stakeholders
- Manage information flow in a timely and accurate manner.
- Manage calendars and set up meetings.
- Maintenance of members database.
- Handle and ensure the protection of confidential and sensitive information and program files; ensure the efficient processing of required documentation, agreements, contracts, and other legal documents.
- File support documents for the annual audits (invoices, budget transfers).
- Format information for internal and external communication.
- Prepare agendas and minutes (from recorded meetings); type and circulate minutes; transcribe, draft, and type all correspondence; sort and prioritize work assignments within general guidelines; research and respond to difficult enquiries on behalf of the Executive Director.
- Act as an office manager by keeping up with office supply inventory.
- Retrieve and distribute mail.
- Screen and direct phone calls and distribute correspondence.
- Review and maintain website as required.
- Other duties as assigned.

Requirements and skills

- Work experience as an Executive Assistant or similar role.
- Strong computer proficiency using Microsoft 365 (Word, Excel, PowerPoint, Outlook, Forms, OneNote, SharePoint and OneDrive), Google Apps, and electronic scheduling software.
- Outstanding organizational and time management skills.
- Excellent verbal and written communications skills.
- Discretion and confidentiality.
- Superior accuracy and attention to detail.
- A postsecondary diploma from a recognized Canadian institution with accreditation or an equivalent combination of education and experience is preferred.

Interested candidates are invited to apply by submitting a resume along with verification of academic accomplishments quoting the competition number # **2024-NOA-01** to:

Northern Ontario Academic Medicine Association

Attention: Mark Facca

Email: mfacca@noama.ca

NOAMA invites applications from all qualified individuals. NOAMA is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

NOAMA needs to gather information about applicants' status as either Permanent Residents of Canada or Canadian citizens. Applications need not identify their country of origin or current citizenship; however, all applications must include one of the following statements:

"I am a Canadian citizen or permanent resident of Canada."

"I am not a Canadian citizen or permanent resident of Canada, but I am legally eligible to work in Canada."

"I am not a Canadian citizen or permanent resident of Canada or otherwise legally eligible to work in Canada."

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.