



EXECUTIVE ASSISTANT TO THE CEO

Sunrise Health Region has an opening for a **Permanent Full-time Executive Assistant to the CEO** at the Executive Office – Regional Executive Management in Yorkton, Saskatchewan.

Job Summary:

To undertake substantive consultative, coordinative, planning and project support at the highest general administrative level; in this role, to facilitate maximum effectiveness in direction of the Sunrise Health Region and major external responsibilities by advising and assisting the CEO and Board.

Qualifications/Experience:

- A degree in Administration, or a diploma in Healthcare Administration, and substantial relevant experience
- More than three (3) years of experience as an assistant reporting directly to a CEO or executive level position
- The Executive Assistant to the CEO must possess thorough knowledge of healthcare issues within the Region and Province
- The Executive Assistant to the CEO must be capable of discerning and maintaining confidential information
- The Executive Assistant to the CEO must possess superior oral and written communication skills
- The Executive Assistant to the CEO must be capable of accurately recording the proceedings of meetings and be knowledgeable regarding meeting conduct and records management
- The Executive Assistant to the CEO must have advanced knowledge & training in the use of word processing, spreadsheets, charts and graphs, presentation software, calendar and e-mail programs. Additional computer program skills are desirable including knowledge of data-base, design, page layout and graphic software
- The Executive Assistant to the CEO must have knowledge and experience in policy development and policy control
- The Executive Assistant to the CEO must possess superior organizational skills, be able to identify tasks and priorities, and be self-directed

Hours of Work:

- As per full-time rotation

Salary and benefits in accordance with Out-of-Scope Compensation plan.

Our thanks is extended to all applicants; however, only those selected for an interview will be contacted.

Please submit your resume by **5:00 pm on October 11, 2011** to:

Human Resources - Yorkton Office
Sunrise Health Region
270 Bradbrooke Drive
Yorkton, Saskatchewan S3N 2K6
Fax: (306) 786-0741 Email: resume@shr.sk.ca
www.sunrisehealthregion.sk.ca

The Sunrise Health Region is committed to a representative workforce, where all members of society have fair access to employment and economic opportunities so that there can be a representation at all occupation levels and sectors of the economy in proportion to their numbers in the population of our community.