

The Ontario College of Family Physicians Job Description

Job Title:	Executive Assistant
Accountable to:	Chief Executive Officer (CEO)
Effective Date:	August 2024
Band:	Band 4: 61,980-86,772

The Ontario College of Family Physicians represents more than 18,000 family physicians across the province. We support our members by providing evidence-based education and professional development, promoting and recognizing leadership excellence in family medicine, and advocating for the vital role family physicians play in delivering the highest quality care to patients and families across Ontario.

Position Summary:

The Executive Assistant (EA) provides high level administrative support to the Chief Executive Officer (CEO). The incumbent is responsible for effectively and efficiently managing all administrative functions on behalf of the CEO including: managing/screening requests; anticipating outcomes of requests made to the CEO and redirecting or initiating preliminary action; leading special projects for the CEO; and planning required meetings, events, and travel.

Key Responsibilities:

Leadership in Administration

- Prioritize and manage all incoming communications from internal or external contacts (verbal and written) to determine the urgency, level of attention required and initiates preliminary action, and follow-up.
- Manage the CEO's calendar to maximize time efficiency, to ensure presence at critical meetings and to brief the CEO on engagements as required.
- Develop visually appealing presentations and reports
- Create and edit correspondence as required

- Support the CEO by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications.
- Coordinate travel arrangements and prepare required documentation e.g. itineraries and expense reports of the CEO.
- Collaborates with Office Manager regarding IT support and administrative support needed for meetings.
- Develop and maintain digital filing systems to ensure the complete and accurate storage of information, compliance with organizational policies and legal requirements.
- Provides administrative support as required to the broader senior leadership team.
- Prepare expense reports and undertake additional reporting needs as required
- Prioritizes functions and tasks on a daily basis
- Other administrative duties as assigned by the CEO

Meetings

- Coordinate meetings for the CEO and prepares/provides the CEO with all information required such as materials, briefing notes or agendas.
- Prepare necessary pre-work for upcoming meetings (completes required work where appropriate, coordinates the efforts of stakeholders involved to carry out pre-work, or sets aside time for the CEO to complete).
- Provide recommendations regarding meetings based on an understanding of the purpose for the meeting, to ensure all the appropriate stakeholders and resources are present.
- Prepare agenda, minutes, and action items from meetings
- Work in collaboration with the Board Liaison to support Board meetings as needed

Required Qualifications:

- College Diploma in Business or Office Administration.
- At least 7 years of senior administrative including project management
- Strong understanding and experience of governance processes and procedures
- Advanced understanding of Outlook and demonstrated processes to manage the CEO's email in box.
- Superior written communication skills and experience preparing presentations, Board materials and briefing notes
- Demonstrated ability to maintain confidentiality and handle sensitive issues appropriately.
- Strong interpersonal and verbal communication skills including ability to act with tact and diplomacy
- Ability to manage and prioritize multiple priorities simultaneously.
- Strong organizational, prioritization and time management skills.

- Excellent written and verbal communication skills.
- Strong interpersonal skills, diplomacy, collaborative attitude, and sound judgment.
- Comfort in working independently with minimal guidance and oversight.
- Advanced knowledge of Microsoft Word, Excel, PowerPoint, and Windows environments. Experience with MS Project and Adobe Acrobat an asset.
- Accurate typing of 70-80 words per minute, minute-taking, correspondence composition, and preparation

The OCFP is committed to fostering an inclusive, accessible work environment, where all members and employees feel valued and respected. If you require accommodation to participate as a candidate in the hiring process, please communicate your needs to the recruitment team.

How to Apply: Please forward a brief cover letter and resume to ocfphr@ocfp.on.ca.

Please use Executive Assistant title in the subject line.

We thank all those who apply but only those selected for further consideration will be contacted.

