



is currently seeking a full-time (Contract)  
**Executive Assistant**

**Program Overview:**

The eHealth Centre of Excellence (eCE) develops, implements, and advances digital health tools and services – such as [eReferral](#), [eConsult](#), [Virtual Care](#), [Patient Forms](#), [EMR Tools & Coaching](#), and [Automated Solutions](#) – to better serve clinicians and patients across the province. We advocate for the continued and improved use of technology to enhance the connection and secure information-sharing between all clinicians in the patient’s circle of care, as well as communication between clinicians and their patients. We also support clinicians with tools that provide decision support at the point-of-care and improve data quality, leading to enhanced outcomes for patients.

The eCE works collaboratively with system partners, regional and provincial agencies, clinicians, and patients to support priorities that ensure equitable, seamless care for all residents in Ontario. Our founding vision is one of innovation and partnership, and our mission to be the leading, trusted, digital health partner for primary care and integrated patient care.

**Position Overview:**

Reporting to the Managing Director, the Executive Assistant is responsible for coordinating day-to-day activities and supporting the executive team across all areas of work. This position requires an individual who excels in and enjoys handling many priorities at one time and thrives in a fast-paced work environment, with demonstrated excellence in written and verbal skills.

**Key Roles and Responsibilities:**

- Manage eCE Managing Director’s schedule, including multiple conflicting meetings with internal and external stakeholders
- Provide administrative, scheduling, and clerical support to eCE Executive Team
- Handle incoming requests from multiple stakeholders in a timely and professional manner
- Prioritizes competing needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Writes correspondence and reports; develop presentation material or other communications
- Serves as the point of contact between the Executive and eCE leadership and stakeholders across the health system

- Participates as an adjunct member of the Executive Team including assisting in scheduling and attending meetings
- Distributing meeting agendas, taking meeting minutes
- Booking travel arrangements as required
- Completing expense reports
- Ensures documents are kept updated and responds to requests for materials
- Edits and completes first drafts for written communications, which may be confidential
- Leads or participates on assigned projects by researching and summarizing topics on a variety of operational and other matters including preparing materials for meetings
- Ensure timely and accurate information is prioritized, researched, analyzed and summarized to ensure the executive team is kept apprised of issues, operations and activities
- Other duties as assigned

**Experience, Skills & Qualifications:**

- Post-secondary degree or diploma in a related field
- 3 years experience providing support to senior leaders, preferably in the public sector/not-for profit
- Excellent written and verbal communication and interpersonal skills with the ability to work with business stakeholders to achieve organization's goals
- Experience within a highly demanding work environment with expertise in prioritizing and managing competing priorities and deadlines
- Flexibility, adaptability, and an ability to work with tight timelines
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proficiency in the use of MS Office Suite
- Demonstrated experience quickly building and maintaining effective and productive working relationships in complex, multi-stakeholder healthcare environments
- Ability to work in a diverse and fluid working environment, recognizing that different opinions and backgrounds can bring strength to the tasks at hand
- After-hours responses to email may be required

- Some travel may be required

If this position is of interest to you, please send your cover letter and resume to: Human Resources at [hr@ehealthce.ca](mailto:hr@ehealthce.ca)

**Feel like you don't meet all the requirements?** If you have some of the skills and experience that we're looking for and are willing to learn the rest, we encourage you to reach out to us!

The eHealth Centre of Excellence team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at [hr@ehealthce.ca](mailto:hr@ehealthce.ca) for assistance.

The eHealth Centre of Excellence team is committed to employment equity. We encourage applications from all qualified candidates including, 2SLGBTQ-identified persons, persons with disabilities, First Nations, Inuit and Métis individuals, and members of Black and other racialized communities, and individuals who speak languages other than English.

We thank all interested applicants; however, due to the volume of resumes we receive only those selected for an interview will be contacted.