



Come for the **JOB.**  
Stay for the **TEAM.**

## Executive Assistant, Project Management Office (CST) Regular Full Time Vancouver Coastal Health

**Clinical & Systems Transformation (CST) is one of the largest healthcare projects in British Columbia's history. It is a joint undertaking between Vancouver Coastal Health, the Provincial Health Services Authority and Providence Health Care to complete a large-scale transformation of clinical practices and systems. This is an exciting initiative that will deliver key benefits for our patients, healthcare providers and health organizations.**

### **JOB SUMMARY:**

Reporting to the Chief Transformation Officer and Chief Medical Information Officer, Clinical Systems and Transformation (CST), the Executive Assistant provides confidential administrative and secretarial support. Triage information of a sensitive and confidential nature, coordinates the flow of information ensuring accurate and timely delivery of administrative services and keeps the Chief Transformation Lead/Chief Medical Information Officer apprised of issues and activities. Prepares for and attends assigned meetings, including governance meetings, tracks follow-up on action steps, and escalates any issues/ concerns. Interacts with SET members, Ministry of Health, senior leaders, managers/directors and administrative support staff across the organizations to convey information and promote positive and respectful relationships. Works independently and proactively to ensure administrative needs of the senior team are met. Professionally represents the interests of the CST Project and organizations and communicates in a compelling manner to influence and persuade internal and external stakeholders/customers at all levels. May have a matrix reporting relationship to the Administrative Services Lead.

### **QUALIFICATIONS:**

- Graduation from a recognized administrative assistant/secretarial post-secondary
- Diploma program plus five to seven (5-7) years of experience supporting senior executive(s) or an equivalent combination of education, training and experience.
- Must have advanced word processing, spreadsheet, minute taking, presentation, desktop publishing, and database software skills and the ability to type a minimum of 60 w.p.m.
- Bachelor's Degree strongly preferred.

### **ROLE SPECIFIC EXPERTISE:**

- Exercises considerable judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Liaises in a professional and courteous manner with SET members, senior leaders, managers/directors, staff and the public to gather and disseminate information.
- Communicates in a compelling, clear and understandable manner (both verbally and in writing) and uses strong persuasion abilities to represent the needs of the SET member and organization.
- Applies excellent time management skills to prioritize and complete assignments in a manner that optimizes departmental effectiveness and contributes to organizational success.
- Practices care and thoroughness when maintaining, monitoring, calculating and summarizing data, records and budget information.
- Collaborates with peers and/or provides leadership and direction to clerical staff to ensure administrative systems and processes are consistently followed and monitored for effectiveness. Ensures gaps are addressed and resolved when identified.
- Employs expertise in the use of various current computer applications to create a variety of documents and presentations.
- Extensive experience in documenting minutes in the computer during the meetings.

To apply, visit [jobs.vch.ca](http://jobs.vch.ca) and search Ref 074031  
Application deadline May 2, 2015

*Thank you for your interest in Vancouver Coastal Health.*



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Phone: 604.675.2500 or 1.800.565.1727