

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting **regular full-time** opportunity as an **Administrative Assistant (Competition #340.18)** exists in supporting the Psychiatrist-in-Chief.

The Administrative Assistant to the Psychiatrist-in-Chief will provide efficient and effective administrative support to manage commitments in a complex administrative and clinical environment. The Administrative Assistant works effectively with internal and external stakeholders, to ensure that all program requirements are met. This position works independently with minimal supervision and exercises tact, discretion and diplomacy.

Summary of Duties, but not limited to:

- Coordinates and schedules internal meetings; including the recording and distribution of minutes
- Manages electronic calendars; prioritizes activities and resolves conflicts
- Coordinates meetings including room bookings, ordering food and preparing agendas
- Prepares and/or edits correspondence
- Responds to phone, email and in person enquiries on behalf of the Psychiatrist-in-Chief.
- Prepares materials and presentations, proof reads, and coordinates printing
- Provides personal administrative support to the Chief of Psychiatry, including but not limited to updating curriculum vitae, and preparing hospital, university and other reports
- Prepares psychiatrist on call schedules, organizes weekly grand rounds
- Facilitates and keeps up to date records of medical staff affairs in the Department of Psychiatry, including but not limited to contracts, hospital and university appointments, evaluations, and other issues that arise from time to time
- Maintains professional communication with staff (physicians, residents, fellows, students, coworkers and management) and deal with urgencies and requests in a timely manner

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Post-secondary degree/diploma in Office Administration/Equivalent or combination education/experience
- Minimum of 5 years of experience in medical administrative assistant role (academic hospital experience preferred)
- Experience providing support to senior executive/administrators in a Hospital/Health care environment
- Experience with providing administrative support to committees including taking minutes
- Experience coordinating meetings and activities in a multi-site environment
- Exceptional communication and interpersonal skills, including the ability to concisely process, synthesize and verbally communicate in an efficient manner.
- Must have initiative; diplomacy and tact; experience dealing with sensitive and confidential matters

EMPLOYMENT OPPORTUNITY

- Exceptional organizational skills sufficient to prioritize and complete assignments and projects independently, while balancing competing needs and attending to detail
- Exceptional proof reading skills and attention to detail required
- Detail oriented, with the ability to work within strict timelines
- Advanced skills in MS Office (Word, PowerPoint, Excel, Outlook)
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: Friday December 14, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.